



## **THE JAMMU AND KASHMIR STATE BOARD OF SCHOOL EDUCATION:**

**NEW CAMPUS BEMJNA SRJNAGAR.**

**Ph No. 01942491179; 01942491688.**

**E-Mail: jssecrecy\_kd@jkbose.co.in**

### **TENDER NOTICE**

Tenders are invited from the Photostat service providers for Xeroxing the answer scripts of such candidates who apply for the Xerox copy/ies of their answer script/s of class 10<sup>th</sup>; 11<sup>th</sup> and 12<sup>th</sup> and for Xeroxing the answer scripts of examinees as and when required on the terms and conditions as indicated in the Tender Documents.

Tender forms with complete details are available on JKBoSE Website and also in the office of the Joint Secretary, Secrecy, K.D. The tender form must be accompanied by a CDR of Rs.5000/- as an earnest money pledged to Accounts Officer, K.D, JKBOSE. The tender duly complete in all respects must reach to the office of Joint Secretary, Secrecy, K.D., on or before **07-12-2018** and the same shall be opened on the next working day or any other day convenient to the tender opening Committee in presence of the bidder who may wish to be present.

Tender/s received after the prescribed date shall not be entertained.

The proposed bidders are requested to go through the Terms and Conditions of the tender document carefully as per Annexure "A".

**No.F(JSS-KD)18;  
Dated.29-11-2018.**

*A.G. R. S. S. S.*  
**Joint Secretary,  
Secrecy, K.D.** 29/11/18.

Copy to the:

01. Joint Secretary, Administration/Estates, K.D.
02. Information Officer for publication in the local daily Newspapers.
03. P.S to Secretary/Chairperson for information of the Secretary/Chairperson.
04. In-Charge BOSE Website for uploading the Notice on Website.
05. Office file.

## Particulars of the Tendre

**Name of the Firm** \_\_\_\_\_

**Proprietor name** \_\_\_\_\_

**Contact No.** \_\_\_\_\_

**Address (Firm)** \_\_\_\_\_

**Address (Residence)** \_\_\_\_\_

## **Annexure "A"**

### **TERMS AND CONDITIONS**

01. The rates quoted should be inclusive of all charges and taxes etc and shall remain valid during the contract period between the parties.
02. The firm should install photocopying machine/s in the Secrecy wing of J&K BOSE at New Campus Bemina, Srinagar as per the demand and requirement.
03. The firms shall accompany a sum of Rs.5000/- as an earnest money in the shape of CDR pledges to the Accounts Officer, JKBOSE, Kashmir Division and the deposit of the lowest Tendere will be forfeited in case the terms and conditions of the contract are breached in any way.
04. Machine Operators will be provided by the Firm.
05. Quality of printing should be neat and clean. Toners of reputed brand should be used in the machines.
06. The lowest bidder has to install Digital multifunction Photostat machines of reputed brands in the BOSE premises as per the requirement within two days after the job allotment order is placed in his/her favour.
07. The cost of Photostat(on per page basis) of A4 size, single side or both sides, may be indicated in their quotation in both figures and words respectively.
08. Rates once quoted and accepted by BOSE shall remain valid for the entire period of contract.
09. Space and Electricity will be provided by the Bose, whereas, repair and maintenance of Photostat machine(in order to ensure that the same are in perfect working condition) will be the sole responsibility of the Firm.
10. Initially, contract will be awarded for two year, which, however, can be extended depending on the satisfactory service of the Firm on same terms and conditions.
11. The firm once awarded the contract will not be permitted to withdraw from the contract or remove the machines installed before the completion of the job.
12. The facility should be made available on all working days from 9:30 a.m. to 7:00 p.m. however, in the event of heavy work load the Firm shall make the facilities available beyond the above

hours on normal working days and also on Sundays and Holidays, if required for which prior information will be given.

13. No advance payment will be made.
14. Incomplete tender document will be straightway rejected. The Operator will neither leak information contained in the answer scripts and or make additional copies of the documents given to them for making Photostat copies.
15. The Chairman, BOSE has the right to accept or reject all tenders without assigning any reasons, whatsoever, and in case of any dispute, the decision of the Chairman BOSE will be final and binding on both the parties.
16. The Photostat machines should be operational continuously. In case, if any machines becomes defective the Firm will ensure that the same is repaired within one working day or an alternative arrangement is made by next working days. In case the firm fails to comply the above will have to pay a penalty of Rs.500/- per machine per day.

The bid must contain following information for award of contract for photocopying work in BOSE Campus, Bemina, Srinagar:

<b>S. No</b>	<b>Particulars</b>	<b>Rate Per Page</b>	<b>Rate Per Page in words</b>
01	<b>A4 size paper one side copy without paper</b>		
02	<b>A4 size paper both sides without paper</b>		
03	<b>A4 size one side with paper</b>		
04	<b>A4 size both sides with paper</b>		

**Inclusive of all taxes.**

**NOTE:**

- I/We have gone through the terms and conditions stipulated in the tender documents and confirm to abide by the same.
- No other charge will be claimed by the Firm.

**Signature of authorized person  
of Firm with seal.**