



THE JAMMU AND KASHMIR STATE BOARD OF SCHOOL EDUCATION
REHARI COLONY JAMMU / NEW CAMPUS BEMINA SRINAGAR

EMAIL : jspublication@jkbose.co.in

Location: Board Campus, Rehari Colony Jammu Subject: Tender for Printing of office Stationery	
Tender No: 91-CF Of 2019	Dated: 26 -03 – 2019
Last Date for Submission of Tender: 16-04-2019	

Sealed Tenders super scribed "Tender for Printing of Office Stationery" under two bid systems accompanied with CDR/FDR for Rs.50,000/- (Rupees Fifty thousand) only pledged to the Secretary of the Organisation are invited for printing of Office Stationery & Forms items from the printers of the Jammu & Srinagar having at least one offset machine, one letter press machine and one cutting machine. The offer shall be sent in two sealed envelopes distinctly marked "Technical Bid" and "Price Bid". The rate shall be quoted size wise on tender form for printing, binding, ruling, perforating and numbering separately for a period of one (01) year.

The tenderer shall quote its rates on the tender form in one envelope marked "Price Bid" and accompanied by the earnest money deposits as mentioned herein above. Photostat copies of permanent registration / Existence Certificate from District industries Centre, Tax Assessment Certificate of preceding year duly authenticated by authorised signatory, proof of at least 5 years performance / experience of printing from Govt. Institutions as well as detail of machinery be submitted in another envelope marked as "Technical Bid". The tenderer must be registered with GST and have a GST Registration No.

The Tender documents can be had from the office of Assistant Secretary (Forms Central), J&K State Board of School Education, BOSE Campus Rehari, Jammu on all working days from 10:00 A.M to 04:00 P.M / Assistant Secretary Administration, Kashmir Division, J&K State Board of School Education, Bemina Srinagar on all working days from 10:30 A.M to 4:00 P.M. The Tender document can also be downloaded from the official website of J&K BOSE www.jkbose.ac.in. While submitting the Tender documents, the said documents shall be accompanied with a Bank Slip for non-refundable amount of Rs.500/(Rupees Five Hundred) duly credited into Account No:- SB-02, JK Bank BOSE Campus Rehari, Jammu in favour of Secretary, J&K Board of School Education.

The tender documents in complete form, should reach to the office of Secretary / Joint Secretary, Administration KD/J&K State Board of School Education, Rehari Colony Jammu respectively by or before 16th of April 2019 up to 2.00 p.m.

The tenders will be opened on 18th of April or any subsequent day in presence of tenderers or their authorized representatives who wish to remain present.

The Secretary, JKBOSE reserves the right to reject all or any tender without assigning any reason thereof. The successful tenderer shall have to deposit a security of Rs: 25,000 (Rupees twenty five thousand) in the form of Bank guarantee/CDR pledged to the Secretary, J&K State Board of School Education, New Campus, Bemina, Srinagar (J&K).

No:F(197/T.N/C.F-19)B/CU/045-A
Dated: 26-03-2019


Joint Secretary
(PUBLICATION)

TERMS AND CONDITIONS OF TENDER NOTICE ISSUED VIDE

NIT NO: 91-CF of 2019 Dated:26-03-2019

1. The tenderer shall carefully examine the terms & conditions and specifications of the tender notice and in case of any doubt the tenderer shall get it clarified before signing the contract.
2. The offer shall be sent in two envelopes distinctly marked as “**Technical Bid**” & “**Price Bid**”. The technical bid of the tender shall be opened first.
3. The tender documents should be numbered and bear signature of authorized signatory with seal on each and every page.
4. The rates should be (i) both in digits and words (ii) Inclusive of all taxes including GST. No cutting or over writing is allowed in the price bid regarding rates.
5. The supply should reach within 20 days from the issuance of supply order
6. The rates approved shall remain valid for one year from the date of issuance of the job order or as decided by the Competent Authority.
7. The acceptance of supply shall be subjected to verification by the verification committee so appointed by the Board authorities and payment shall be made after the verification of the supply made by the supplier.
8. If approved supplier fails to supply the printed office stationery as per approved samples, and Rates, the J&K BOSE shall be at liberty to arrange the supply either through retender or otherwise after giving notice to approved supplier. The extra loss, if any, involved in retendering or making alternative arrangements shall be recovered from the FDR / CDR submitted by the supplier. The rejected material, if any, will be lifted back at his own cost and expenses and has to be replaced within 05 days positively otherwise 10% shall be deducted from the FDR / CDR submitted.
9. In case, supplier fails to make the supply within the stipulated period or makes short supply, a penalty shall be imposed upon the supplier as deemed fit by JKBOSE authority.
10. “No Demand Certificate” from Commercial Taxes Department / Income Tax Department should be enclosed with the tender.
11. The blacklisted firms shall not be considered for bid.
12. The successful tender shall submit the security deposit a security of Rs:25,000 (Rupees twenty five thousand) in form of Bank guarantee/CDR pledged to the Secretary, J&K State Board of School Education, Rehari Colony Jammu/New Campus, Bemina, Srinagar (J&K).
13. No conditional tender be entertained.
14. The tenderer shall quote the rates for printing of JKBOSE material **for both with paper and without paper**. The rates should be mentioned for 50 GSM, 60 GSM, 70 GSM & 80 GSM. Ledger / White Paper.

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15. The successful tenderer shall submit an affidavit to be sworn in by the applicant before 1st Class Magistrate to the effect that the paper used for printing of JKBOSE materials is as per specifications.
16. Order shall be placed with only those printers / suppliers who have their own offset printing setup / sufficient infrastructure, registration certificate, valid declaration certificate issued by the Competent Authority, possesses the technical competence, financial resources.
17. The J&K State Board of School Education shall reserve the right to disqualify the suppliers or contractor, if any information submitted by him is found to be inaccurate / incomplete.
18. No variation in rates shall be entertained during the contract period and failure to supply the items on the agreed rates shall result in penalty / forfeiture of CDR.
19. All bids shall be made in accordance with the Tender documents including in Annexure "A".

ARBITRATION CLAUSE:

20. Should there be any dispute between the approved printers and purchasing authority (JKBOSE) in connection with or arising out of the present agreement, the same shall be referred for arbitration to the Chairman, JKBOSE or any other person duly nominated by the Chairman and the decision so taken shall be binding upon the parties.
21. A formal agreement deed, incorporating the terms and conditions of the contract shall be executed between the successful tenderer and the Board authorities on Non-Judicial stamp paper of the proper value immediately after the approval of item and before supply order is placed.
22. Those of the tenderers who deliberately or inadvertently put both Technical and Price Bid in the same envelope, their tenders shall be rejected. Single bid shall be rejected on spot.
23. Jurisdiction for any legal proceedings shall be courts at Jammu and Srinagar only.
24. Any other clause, if found necessary shall be kept in the agreement to be executed.



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TENDER FORM FOR TENDER NO: 91-CF OF 2017 DT:23-03-2019

(Please sign every page of the Tender)

1. Name of the Press: _____
2. Address of the Firm: _____
3. Address for Correspondence: _____
4. Telephone No / Mob.No : _____
5. Name of the Proprietor / Owner: _____
6. Address for correspondence: _____
7. Mob. No.: _____
8. District industries Centre(DIC)Regn.No: _____
9. GST NO (Copy attached): _____
10. Permanent Registration Certificate with DIC: _____
11. Sales Tax Clearance Certificate: _____
12. CDR / FDR No. _____ Dt: _____
13. Name of Bank: _____
14. Bidder's PAN No.: _____
15. Bidder's Bank name and its address: _____
16. Bidder's A/c No. : _____
17. Whether blacklisted by any Govt. / Semi Govt. Organisation: _____

I / We hereby declare that the information furnished above is true and correct. In case it is found fake / forged I shall be wholly and solely responsible for every consequences including penalty / blacklisting as per the discretion of the Secretary, J&K State Board of School Education.

Place:

Dated:

Signature of Bidder / Authorised Signatory

Name of the Bidder: _____

Name of the Firm: _____

Seal of the Bidder: _____

ANNEXURE "A"

RATE SCHEDULE OF PRINTING FOR THE PRINTING OF DIFFERENT SIZES OF
FORMS AND BOOKLETS FOR THE YEAR _____ (With paper)

S.NO	Particulars	Size	50 GSM		60 GSM		70 GSM		80 GSM	
			W/Paper	L/Paper	W/Paper	L/Paper	W/Paper	L/Paper	W/Paper	L/Paper
1	Forms (other than admission forms of different sizes) " " 17 x 27 (43 cm x 76 cm)	Full 1/2 1/4 1/6								
2	Forms (other than admission forms of different sizes) " " 20 x 30 (51 cm x 76 cm)	Full 1/2 1/4 1/8 1/16								
3	Forms (other than admission forms of different sizes) " " 23 x 36	Full 1/2 1/4 1/8 1/16								
4	Forms (other than admission forms of different sizes) " " 18 x 22	Full 1/2 1/4 1/8								

**RATE SCHEDULE OF PRINTING FOR THE PRINTING OF DIFFERENT SIZES OF
FORMS AND BOOKLETS FOR THE YEAR _____ (Without paper)**

S.NO	Particulars	Size	Composing and printing rate for 1 st thousand, impression Black/ Colour	Composing and printing rate for subsequent impression up to 10000 Black/ Colour	Beyond 10000 Black/ colour	Negotiated rates
1	Forms (other than admission forms of different sizes) " " 17 x 27 (43 cm x 76 cm)	Full				
		1/2				
		1/4				
		1/6				
2	Forms (other than admission forms of different sizes) " " 20 x 30 (51 cm x 76 cm)	Full				
		1/2				
		1/4				
		1/8				
3	Forms (other than admission forms of different sizes) " " 23 x 36	Full				
		1/2				
		1/4				
		1/8				
4	Forms (other than admission forms of different sizes) " " 18 x 22	Full				
		1/2				
		1/4				
		1/8				

Rates for perforation: _____

Rate for numbering: _____

Binding material to be provided by the press: _____

RATE SCHEDULE OF BINDING:

No	Size	Ordinary binding card board on both sides covered with marble paper	Binding of registers full cloth binding	Binding of registers with binding full raxine	Cover binding with one side card board	Raxine binding registers with leather back and corners
1	20" x 30" (full)					
	20" x 30 1/2"					
	20" x 30 1/4"					
	20" x 30 1/8"					
	20" x 30 1/16"					
2	17x 27" (full)					
	17x 27 1/2"					
	17x 27 1/4"					
	17x 27 1/8"					

Binding, Stitching, gathering, Collecting, (Rate per thousand pages)

S.No		17 x 27/4	20 x 30/8	17 x 27/8	20 x 30/16	23 x 36/8	23 x 36/16
1	4 pages						
2	8 pages						
3	16 pages						

Weight of the card board :(To be provide by the Binder)

1. If pages are less than 50 = 16 Ounce
2. If pages are more than 50 = 24 Ounce

Rates for card board and front cover (to be provided by the firm) as per below mentioned sizes:

1. 17 x 27/4 =
2. 20 x 30/8 =
3. 17 x 27/8 =
4. 20 x 30/16 =
5. 23 x 36/8 =
6. 23 x 36/16 =

Letter pads (per 100 forms) on A-4 executive bond (paper to be supplied/ used by firm used)

18 x 36/6 Single colour Rs: (A-4 Executive Bond)
20 x 30/8 Single Colour Rs: (Executive Bond)

Rates for Printed Envelops (As per Samples available in this office):

Sl. No	Type	9.5×4.5	11×5	12×6	10×5	10×12	10×14	12×16
01	Paper Type							
02	Cloth Lined							
03	Net Lined							
04	Laminated							

The lowest rates offered by various printers for different size of printing of material as per specifications and rates, the details of which are given in Annexure "A". Including this page. It is recommended that, if approved, may supply orders be placed in favour of the printers who have quoted lowest rates and agreed to work with this organisation on the terms & conditions given in the agreement.