



# JAMMU AND KASHMIR STATE FINANCIAL CORPORATION

(INCORPORATED UNDER THE STATE FINANCIAL CORPORATION'S

ACT 1951)

(CENTRAL ACT 63 OF 1951)

SFC HOUSE DURGANAG, SRINAGAR  
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Ref. No. SFC/HO/2017-

Dated: 26 /10/2017.

## Tender Notice,

Wax sealed tenders affixed with revenue stamp of Rs 5 (Five) superscribed "Tender for printing of Stationery items" are invited from registered Stationery dealers/Authorized firms for supply of different stationery items accompanied with a CDR for Rs. 5000/-Rupees five thousand only) pledged to the General Manager (MFA), J&K State Financial Corporation drawn on any branch of J&K Bank. The rates quoted both in words and figures should be inclusive of all taxes. The rates approved shall remain valid for two months.

The tender documents along with requirement/specification and terms & conditions can be downloaded from the official website of JK SFC <http://jksfc.nic.in/> The tenders completed in all respects should reach General Manager (MFA), J&K SFC, H.O. SFC, House, Durganag, Srinagar by or before 10<sup>th</sup> November, 2017 up to 03:30 PM. The tenders shall be opened on the same day or any other subsequent working day in the presence of such tenderers or their representatives who may wish to be present. Tenders without CDR/ shall not be accepted. The J&K State Financial Corporation reserves the right to reject all or any tender without assigning any reason thereof. The successful tenderers' CDR shall be kept withheld as a security deposit till the completion of job.

SD/-  
Manager(Adm)

Encl: '4'

## **GENERAL TERMS & CONDITIONS:**

- The tender document shall be submitted back by the bidder with seal and signature on every page. However, bidders may keep a photocopy of the same for their own records.
- Once the bidder submits the tender, it would be presumed that he/she has understood and accepted all the terms and conditions given in this Tender. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
- The Corporation reserves the right to relax any condition enumerated or arising out of this Tender notice, without assigning any reason/s thereof.
- The Corporation reserves the right to out-rightly cancel the tender without assigning any reason/s thereof.
- Late Bids: Any bid received by the Corporation after the date & time for the submission of bids prescribed by the Corporation, will be rejected. The Corporation shall not be responsible for any postal delays.
- No bid will be allowed to be modified subsequent to the last date for submission of bids.
- No bid will be allowed to be withdrawn during the period from the last date of the receipt of bid and the date of validity of the bid as specified by the Bidder on the bid form. Withdrawal during this period may result in the forfeiture of his bid security.
- During evaluation of bids, the Corporation may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.
- Any effort by the Bidder to influence the Corporation, in its decisions on bid evaluation, bid comparison or award of contract, may result in rejection of his bid. The bidder should quote rates in figures as well as in words. In case of any discrepancy, the lowest rate quoted will be considered for calculation / payment purposes.
- Rates quoted should be inclusive of all taxes. The final acceptance of the tender is entirely vested with Corporation which reserves the right to accept or reject any or all the tenders without assigning any reason thereof. No correspondence in this regard shall be entertained.

- The bid will be opened on 10.11.2017 at 03:30 PM in presence of the bidders or their authorized representatives, who wish to be present.
- In the event of the date fixed for receipt and opening of the bid being declared as a closed holiday for Corporation office, the relevant dates may be treated as the next working day. The time and venue shall, however, remain unchanged.
- The supply, transportation etc. of the items will be sole responsibility and the risk of the successful bidder till its acceptance by the Corporation.
- Period of Validity of Bids: Bids shall remain valid for a minimum period of 60 days after the date of bid opening, prescribed by the Corporation. A bid valid for a shorter period shall be rejected by the Corporation as non-responsive. However, in exceptional cases, the Corporation may request the bidders to increase the validity of bids beyond 60 days.
- The samples of the items can be collected on any working day upto 9<sup>th</sup> November, 2017 from Administration Section, J&K State Financial Corporation SFC, House Durganag Srinagar/J&K SFC, Sehkari Bhawan, Rail Head Complex Jammu.
- The successful bidder shall have to provide samples of all the items within 7 days of issuance of such notice. In case of failure to do so or due to inferior quality of the items, the Corporation reserves the right to take any action against the bidder as may be deemed fit by the Corporation.
- After acceptance of the tender by the Corporation, the tenderer shall have no right to withdraw his Tender or claim higher price.
- The Corporation reserves the right to negotiate the rates with the lowest bidders.
- On the basis of the comparative statement, the Corporation shall prepare a panel of suppliers. In case lowest one fails to comply with the service contract or terms & conditions given herein, the contract shall be awarded to next bidder lowest bidder.
- In case the selected bidder delays the supply or fails to deliver the stationery as per the purchase order, a penalty depending on merits of each case, shall be imposed, which may include forfeiture of EMD or cancellation of the Purchase Order and/or any other action as may be deemed fit by the Corporation.
- Payment terms: The payment will be released after the supply of the items and subsequent inspection of the supplies by the Administration Section . in case, the supplies are not of the required quality & quantity the same

shall be rejected and responsibility of lifting back the supplies will devolve on the supplier. Besides, in such an event, the EMD shall be forfeited and the extra cost incurred in arranging the supply from the alternative sources shall also be recovered from the defaulting supplier, apart from initiating the proceedings for blacklisting of the Supplier.

- The payment shall be subject to TDS, if applicable.
- In case of any dispute arising out of the contract, the same shall be resolved initially by mutual discussion between the parties within a period of 60 days failing which appropriate courts at Srinagar (J&K) will have the jurisdiction to adjudicate upon the matter.

Sd/-

Manager(Adm)

**Requirement /Quantity:**

S.No.	Particulars	Requirement	Rate per unit
<b>1.</b>	Cash vouchers	400 pads	
<b>2.</b>	<b>Transfer vouchers</b>	<b>150</b>	
<b>3.</b>	<b>Memorandum vouchers</b>	<b>150</b>	
<b>4.</b>	File covers	3000	
<b>5.</b>	Loan ledgers	100	
<b>6.</b>	Passbooks	1000	
<b>7.</b>	<b>Salary Registers</b>	<b>25</b>	
<b>8.</b>	Security Registers	15	
<b>9.</b>	Guarantee Registers	15	
<b>10.</b>	Note Sheet Pads	100 for H.O & 100 for D.Os	
<b>11.</b>	Advice Books	500	

Name of the Firm/Dealer/Vendor:.....

Place:.....

Signature:.....

Date:.....

