



Government of Jammu & Kashmir
Office of the Mission Director,
J&K State Rural Livelihoods Mission,
Hotel Hamza, 3rd Cross Lane, Old Gagribal, Boulevard Road, Srinagar-190001
H.No.164, Adarsh Vihar, Deeli, Channi, Jammu.
(website: www.umeedjk.in, email: mdjksrlm@gmail.com) Ph. 0191-2467569, 0194-2500255)



TENDER NOTICE

TENDER NOTICE No: MD/JKSRLM/57/2016/98 DATED: 27 -02-2019

Subject:- Detailed Tender Notice for printing and supply of Books of Accounts

For and on behalf of the Mission Director ,tenders in DOUBLE COVER SYSTEM are invited from Registered General suppliers/reputed Manufacturers/Private or Co-operative/Government undertakings within the State for printing and supply of Books of Accounts in Hindi/ Urdu languages for SHGs/VOs of JKSRLM. The specification Size and quality of material required by the Mission is given in para 16 of this document. The tender documents can be downloaded from the official website www.umeedjk.in and the cost of tender document must be submitted with tender through demand draft amounting to Rs500/- (non-refundable) in favour of Mission Director JKSRLM. The last date for the sale of tender documents is fixed as 20-3-2019 up to 3:00 PM. Only tender purchased from the Mission will be entertained. The last date for receiving tender shall be 22-03-2019 up to 3:00 PM and if the last date happens to be a Holiday then the tender documents shall be received on the next working day. The tender documents complete in all respect shall be received in the office of Mission Director JKSRLM Jammu only and the tenders shall be opened on the same day at 4:00 PM or any other day convenient to the chair.

1. REQUIREMENT

Tenders in DOUBLE COVER SYSTEM (Technical & Financial) are invited for and on behalf of the Mission Director JKSRLM from Registered General suppliers/Government undertakings within the State for **printing and supply of Books of Accounts as per the specifications given here under** to be delivered in the office of Additional Mission Director Kashmir & Jammu as per the terms and conditions detailed hereunder. The tenders shall be addressed to the Mission Director J&K State Rural Livelihood Mission and deposited in his office at House no 164 Adarsh Vihar Deeli Channi Jammu, as per critical dates mentioned, through registered/speed post/courier service or shall be delivered personally. The tenders received after the stipulated date and time shall not be accepted and the department shall not be held responsible for any postal delay for receipt of tender.

The detailed NIT can be downloaded from official website:- www.umeedjk.in

2. MANNER OF BIDDING

The Tenderers are required to submit bids separately in two separate sealed covers duly

super scribed with cover-I (Technical Bid) and cover-II (Financial Bid). Both the covers shall be then contained in one envelop duly sealed and super scribed with tender for **printing and supply of Books of Accounts**

Cover-I (Technical Bid) should contain the following details:

- a) Details as per Annexure “A” to this NIT.
- b) Earnest money in the shape of CDR/Demand Draft pledged to Mission Director J&K State Rural Livelihood Mission.
- c) Self attested copy of TIN Certificate/PAN Card.
- d) Self attested copy of registration of firm/supplier from Central /State Government.
- e) In case of partnership of firm or limited company, copy of partnership deed or copy of certificate of corporation along with articles of association and memorandum.
- g) Demand Draft for cost of tender document, if downloaded.
- h) GST clearance certificate from Centre/State.
- i) Attestation of signature of the authorized signatory on behalf of firm from the bank, where the firm is having its account.
- j) Address proof of the authorized signatory (copy of passport, telephone, electricity bill/voter ID etc.).
- k) Bank conduct certificate of the firm.
- l) If the bidder is registered with micro macro, small and medium scale industries then a certificate copy of registration certificate.
- n) The average turnover during the last three years should not be less than
- p) Copy of Income Tax returns for last 3 years.
- t) Affidavit attested by notary to the effect that the tenderer has no past or present criminal record with the police /vigilance department within and outside the State of his domicile.
- u) Affidavit duly attested by Notary to the effect that the tenderer or any of the partners or representatives were never black listed by any Government Department/Corporation.
- v) The tenderer should have minimum two years Experience for Printing & supply to any Government Department.

Cover-II (Financial Bid)

Financial Bid for supply of **printing and supply of Books of Accounts**. The Financial Bid of those tenderers only shall be opened who are found eligible for the same after the scrutiny of the documents contained in Cover-I

3. OPENING OF TENDERS

The technical bid shall be opened in the office of the Mission Director JKSRLM, House no 164 Adarsh vihar Deeli Jammu 22-03-2019 at 4:00 PM or any other subsequent date convenient to the tender opening authorities in the presence of tenderer(s)/their authorized representatives who wish to be present at that time.

1	Date of issue of Tender Notice	27-02-2019
2	Period of downloading of bidding documents	11-03-2019 10.00 AM to 20-03-2019 Up to 10:30 AM
3.	Bid Submission Start Date	22-03-2019 From 10.00 AM

4	Bid submission End Date	22-03-2019 Up To 2;00PM
6.	Date & time of opening of Bids (online)	Technical Bid will be Opened on 22-03-20169 at 4:00 Pm in the Office Mission Director JKSRLM, House no 164 Adarsh vihar Deeli Chani Jammu

4. REJECTION OF TENDERS

1. Tenders should be typed and rate/amount shown both in words and figures. Tenders partly hand written shall be rejected and the correction/overwriting in the rates must be avoided.
2. Tenders should be strictly in conformity with the prescribed terms and conditions and should not contain any conditions other than those prescribed. Tenders which deviate from defined terms and conditions are liable to be rejected.

5. RIGHT RESERVED BY THE GOVERNMENT

- a. The Mission Director JKSRLM reserves the right either to accept or reject any tender without assigning any reason thereto including the lowest tender(s) and shall not be bound to consider the advertised item for placement of orders. The placement of the orders under the NIT shall also be subject to the availability of funds.
- b. The Mission Director JKSRLM also reserves the right to extend the period for Printing & supply of books of account on the same terms & conditions till finalization of tenders or can terminate the contract at any point of time by giving 15 days prior notice to the supplier.

6. SIGNING OF TENDERERS

- I. The tender documents are non-transferable.
- II. The tender document should be properly page marked, signed and stamped by the authorized signatory of the tender (s). Complete initial of the authorized signatory must be indicated in the tender.

7. VALIDITY OF TENDER

The tender shall be valid for a period of one year or less as the Mission may deem proper from the date of award of the contract.

8. EARNEST MONEY DEPOSIT

- a. The tender should be accompanied by an Account Payee Demand Draft of **Rs.50,000** drawn on any Nationalized Bank/Schedule Bank in favour of Mission Director J&K State Rural Livelihood Mission payable at Jammu and Kashmir Bank Moving Secretariat Branch towards EMD. Tender, without EMD shall be rejected. In case of unsuccessful tenderer, the EMD will be released after the successful tenderer executes the agreement. Tenders enclosing cheques, cash certificates shall not be accepted. The EMD will not carry any kind of interest.
- b. The EMD of the successful tender shall be adjusted towards security deposit(s) and the balance amount of security shall be deposited in the form of Demand Draft in favour of Mission Director JKSRLM payable at Jammu and Kashmir Bank Moving Secretariat Branch.
- c. The EMD is liable to be forfeited in case tenderer(s) withdraws his offer after filing

the tender or after the acceptance of the offer by the SLPC or fails to enter into agreement or fails to remit the security deposit within the specified time apart from being black listed.

- d. In case of un-successful tenderer(s) the CDR/FDR shall be released after finalization of the contract with the successful tenderer.
- e. The Bank guarantee in lieu of CDR/Demand Draft shall not be accepted.

9. SECURITY DEPOSIT

- A. The Successful tenderer should submit security deposit equivalent to 5% of the total value of the quantity ordered for supply within three days from the date of acceptance of tender in the form of Demand draft drawn on any nationalized/scheduled bank pledged in favour of Mission Director JKSRML
- B. The security deposit has to be furnished by the successful tenderer within a period of 15 days from the date of communication of acceptance of his tender is served upon him.
- C. In case the successful tenderer fails to deposit the amount of security within the prescribed time schedule, an amount of Rs.5,000/- shall be charged per day and the period shall not be extended beyond 5 days.
- D. The Security deposit shall be refunded to the supplier upon successful completion of agreement

10. QUANTITY OFFER

The tentative quantity required is indicated at Clause- 15. The Mission reserves the right to increase or decrease the quantity during the contract period without assigning any reason and this shall be binding on the bidders and shall not be called into question by any bidder.

11. RATE OFFERED

- a) The rate should be per book inclusive of all taxes including custom duty, excise duty, toll duty, cess, education cess, additional cess, GST and any other additional tax imposed by the Central/State Government during the contract period and Transportation to the Divisional offices located at Jammu/Srinagar
- b) The unloading charges will be borne by the supplier.
- c) The rates quoted shall be in Indian Rupees and would be in force for the entire contract period. Mission is not responsible for any fluctuation of price either in International Market or Domestic Market and no request or representation for revision of rate shall be entertained during the contract period.
- d) The rates offered by the qualified technical tenderer(s) will be taken into consideration to arrive at lowest rate offered by the tenderer(s) viz L1, L2 and so on.

12. NEGOTIATION

- A. The SLPC reserves the right to conduct negotiation with any tenderer/tenderer(s) if necessary before finalizing the tender. No tender shall have right to insist on negotiation by the SLPC any time.
- B. The SLPC shall inform the tenderer(s) about the date and time of the negotiation

through email and also by fax as per the decision.

- C. During the negotiation the tenderer should attend either personally or through their authorized representative. The authorized person should produce authorization letter duly attesting the signature of the authorized representative by the tenderer to participate in the said process of tender.
- D. The SLPC reserve the right to award the tender in full or in part to one or several parties. The decision of the SLPC is final and binding on the tenderer(s).
- E. The SLPC reserves the right to reject any or all the tenders without assigning any reasons what so ever the decision of SLPC in this regard is final and binding on the tenderer and cannot be called into question.
- F. Depending on the lowest rates received negotiations will be conducted with all the tenderer(s) if required.

13. OTHER TERMS AND CONDITIONS OF THE CONTRACT

The following documents are required to be furnished with the tender:

- I. True copy of PAN number of each partner in case of partnership firms and limited concerns.
- II. Sales Tax Registration and GST clearance certificate from the concerned Central and/or State Sales Tax Authorities.
- III. Before the last date for the receipt of tender, the Mission may amend any of the tender conditions, as may be desired and the same shall be made available on website www.umeedjk.in
- IV. Successful tenderers should be capable of delivering ordered quantity within 20 days from the date of acceptance of offer.
- V. Tenderers should sign all pages of the Tender Form.
- VI. Tenderer is not entitled to withdraw his offer once the tender is filed.
- VII. All pages of the tender documents should be numbered and duly signed.

14. AGREEMENT

The Successful tenderer shall have to execute the formal agreement immediately after furnishing the security deposit as prescribed within fifteen days as per the terms and conditions on Rs.100/- non judicial stamp paper. In the event of failure to execute the agreement, the Security Deposit or EMD as the case may be, shall be forfeited apart from cancellation of supply contract besides blacklisting of the tenderer and the department is vested with the powers to collect liquidated damages if any from the tenderer for his failure to comply with the terms and conditions of the tender.

15. SPECIFICATIONS

S.No.	Name of Item	Specification	Approximate quantity
1	Minutes Register	Size 8.25"x13"(Approx.) Cloth Binding with 3 pound hard paper board, Cloth pasted in each corner, 80 GSM maplitho paper, single colour printing, rolling in both side (bi-colour).Total pages-200 excluding cover. Name of the registers to be printed in the cover page. Language of printing Hindi / Urdu. Each pack will contain 10 nos. of registers with good pack.	12,000
2	Loan Ledger	Size: 8.25"x13"(Approx.) Cloth Binding with 3 pound hard paper board, Cloth pasted in each corner, 80 GSM paper, single colour printing, total pages-200 excluding cover. Name of the registers to be printed in the cover page. Language of printing-English. Each pack will contain 10 nos. of registers with good pack.	12,000
3	Cash Book	Size: 8.25"x13"(Approx.) Cloth Binding with 3 pound hard paper board, Cloth pasted in each corner, 80 GSM paper, single colour printing, total pages-200 excluding cover. Name of the registers to be printed in the cover page. Language of printing-English. Each pack will contain 10 nos. of registers with good pack.	12,000
4	SHG Individual Pass Book	Size 8"x6"(Approx)36 Pages LVS with both side printing excluding cover page page single printing ,cover page will be in 220 GSM art paper with gloss lamination and inner page will be in 90 GSM map litho paper Language of printing Hindi/Urdu, Centre staple with stainless steel or with copper pin, page numbering will be given at the bottom of each page. Each packet contains 100 pcs of books and packing should be made in such a way that dust and moisture should not be entered easily.	1,20,000
5	Voucher Book	Size 4.5"x7.5"cm (Approx) 100lvs with one side printing on 70 GSM maplitho paper with cloth binding of hard card board. Single colour printing. Language of Printing Hindi/Urdu .Each pack will contain 50 Nos. of Voucher Book with good pack.	12,000
6	Receipt Book	Size 10.5"x 4"(approx) 100 lvs with single side printing on 70 GSM maplitho paper with cloth binding of hard card board. It should have counterfoil with perforation and duplicate numbering. Single color printing and language of Printing Hindi/Urdu .Each pack will contain 50 Nos. of Receipt Book with good pack.	12,000

7	Masik Pratedan	Size; 8x5"x 10.5"100 lvs with both side printing on 70 GSM mapitho paper with cover binding of 220 GSM art Card. Single colour printing and language of printing-Hindi/ Urdu. Name of the book to be printed on the cover page. Each pack will contain 50 Nos. of Masik pratedan with good pack.	1000
8	Bank Linkage Document	Size 8.25"x11"(24lvs) with single side printing. 90 GSM maplitho paper with cover binding of 220 GSM art card with gloss lamination. Four colour printing. Language of Printing English. Name of the Book to be printed on the cover page. Each pack will contain 50 nos. with good pack.	12,000
9	Suksham Rin Yojana(MCP)	Size 8.5"x10.5"(24 lvs) with single side printing 70GSM maplitho paper with cover binding of 220 GSM art card Single colour printing and language of printing Hindi/Urdu. Name of the Book to be printed on the cover page. Each pack will contain 50 nos. of Suksham Rin Yojana (MCP) with good pack.	12,000
10	Auditing/ Grading Book	Size 8.5"x10.5"(100 lvs with both side printing) 70GSM maplitho paper with cover binding of 220GSM art card. Single colour printing and language of printing Hindi/Urdu. Name of the Book to be printed on the cover page. Each pack will contain 50 Nos. of auditing Book with good pack.	12,000

c) The stocks not conforming to specifications shall be summarily rejected and it is the responsibility of the supplier to take back the rejected stocks within 24 hours at his own risk and cost.

16. DURATION AND PLACE OF DELIVERY

a) The ordered quantity for printing & supply of books of account as per specifications prescribed should be delivered within 20 days at the Divisional offices **House. No 164 Adarsh Vihar, Deeli, Channi, Jammu** and Hotel Hamza, 3rd Cross Lane, Old Gagribal, Boulevard Road Srinagar

17. ACCEPTANCE OF STOCKS

- a) At the time of delivery of stocks by the approved suppliers, the same will be subjected to usual quality check
b) The Mission will not take any responsibility of stocks once same is rejected.

18. FORCE MAJEURE

Any failure or omission to carry out the provisions of this Contract shall not give rise to any claim by the purchaser or supplier one against the other, if such failure or omission arise from an Act of God, which shall include all acts of natural calamities such as fire, floods, earthquakes, hurricanes or any pestilences or from civil strikes compliances with

any status or regulations of the Government, lock outs and strikes, riots, embargoes or from any other reason beyond the control of parties including war (whether declared or not) civil war or the state of insurrection.

19. PENALTIES

In the event of the successful tenderer(s) failing, declining or neglecting the printing & supply of books of account as per the order or in the event of any damage occurring or being caused by the successful tenderer(s) or in the event of any default by the successful tenderer(s) in complying with any of the terms and conditions of the contract or a default or failure in completion with any of the terms and conditions of the contract the Department shall without prejudice to any other remedy available to it under law for time being in the J&K State order:

- a) To terminate the contract after thirty days notice and/or;
- b) To recover the amount of the loss caused by the damage, failure or default (including the consequential damage) or a default or failure as may be determined by the Department;
- c) To forfeit CDR/Demand Draft;
- d) To impose penalty equivalent to 5% of the total unsupplied value of the order provided that penalty shall however be subject to the force majeure and arbitration clauses of this NIT and other provisions of penalty shall be as per guarantee/warranty of this NIT.
- e) That in the event of the failure by the successful tenderer (L1) the Mission is at liberty and also reserves the right to purchase the ordered quantity from the next lowest tenderers (L2) to ensure uninterrupted supplies. In such circumstances the differential cost, if any will be recovered from the successful tenderer (L1) if the rate is cheaper the benefit will not accrue to the supplier.
- f) That notwithstanding anything in the terms and conditions of the tender the Mission is the ultimate authority in deciding the recovery of penalty from the supplier.

20. ARBITRATION

- a) If any time any question dispute or difference, whatsoever shall arise between the successful tenderer(s) and the Department in relation with this contract, either of the parties may give in writing to other party the existence of such a question, dispute or difference and the same shall be referred to two arbitrators, one to be nominated by the Department and other by the successful tenderer(s) or in case such arbitrators not agreeing, then to an umpire to be appointed by the arbitrators in writing before proceeding with the reference and the decision of the arbitrators or in the event of their not agreeing, the decision of the umpire appointed by them shall be final and binding on the parties. The provisions of the Jammu and Kashmir Arbitration and Conciliation Act 1997 and the rules there under or any other statutory modification thereof shall be deemed to apply to such arbitration. Such a notice of existence of any question or dispute or difference in connection to this contract shall be served by either party within sixty days of the beginning of such dispute failing which rights and claims under this contract shall be deemed to have been forfeited and absolutely debarred.
- b) Upon every or any reference, the costs incidental to the reference and award respectively shall be at direction of the arbitrators or in the event of their not agreeing, the umpire appointed by them may determine the amount thereof and direct the same to

be fixed as between solicitor and the client or as between the parties and shall direct by whom, to whom and in what manner shall be borne and paid.

- c) The disputes, if any, shall be entertained, by the Jammu and Kashmir Courts having the jurisdiction to entertain the same.
- d) The supply to be made under this contract shall, if reasonably possible continue during the arbitration proceedings.

21. BLACKLISTING AND RECOVERY OF LOSSES

- a) In the event of failure by the tenderer at any stage of tender process the EMD or Security Deposit or Bills of supply will be forfeited apart from cancellation of award of contract and blacklisting.
- b) Black listed firms are not eligible to file the tender. If the blacklist firms/manufacturer supplier/ file a tender in a benami name and which comes to the notice of the Mission, the same shall be rejected apart from forfeiture of EMD furnished.

22. PAYMENT

- a) The payment of cost at the rate accepted will be made to the supplier for a net quantity supplied on submission of the bills in duplicate, along with acknowledgements obtained from incharge, at the delivery point.
- b) Payment of interest on late payment of bills etc will not be acceptable to the Mission.
- c) In case of shortage of funds the successful tenderer(s) shall have to agree for the deferred payments on mutual understanding terms and conditions.

23. SUBLETING

The supply contract awarded should be executed by the successful tenderer only and subletting any of the functions under the contract is not permitted.

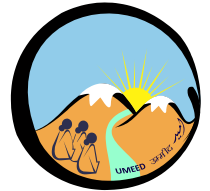
24. INDEMNITY

The tenderer shall indemnify the department against all claims which may arise in supply of inferior and low quality and not conforming to specification prescribed.

Sd/-
State Programme Manager
Finance & Procurement



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		<u>ANNEXURE "A" / Tender Form</u>
NIT No:		Paste a photograph
Dated:.....-2019		
1.	Name of the Bidder/Firm	
2.	Permanent address	
3.	Address of the head office of tenderer/Firm	
3.1	H.No	
3.2	Street No	
3.3	Village	
3.4	District	
3.5	State	
3.6	Pin code	
3.7	Phone Number	
3.8	E-mail ID	
4.	Address of the branch	
9.1	Earnest Money Deposit Details	CDR/FDR No: Amount In Rs: Dated:/...../..... Name Of Bank:

9. 2	Tender Documents Fee	DD No..... Amount In Rs Dated:...../...../..... Name Of Bank:.....
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PART-II: PRICE BID

Price bid should be quoted per book inclusive of all taxes, Customs Duty, Excise Duty, toll tax Cess, Education Cess, Additional Cess, GST , and cost of transportation to the FOR, Divisional offices.

The bidder shall quote one rate per book for printing & supply of books of account J&K State Rural Livelihood Mission

Mission does not guarantee any volume of quantity. However, supply orders will be issued in the lots or consignments and the same is final and shall not be called into question.

RATE INCLUSIVE OF ALL FOR DELIVERY AT DESTINATION IN THE STATE OF J&K MMU AND KASHMIR, INDIA

S/No	Name of item	Rate per book	
		In figures Rs.	In words Rs.

Note: The rate should be quoted only in Indian Rupee.

In case of discrepancy between the prices quoted in words and figures, lowest of the two will be considered.

Rate should be inclusive of all taxes (Cess, Education Cess, Additional Cess, GST, and cost of transportation and it should not be in fraction of paisa

Seal & Signature of Bidde

NIT No:-.....

Dated:-..... 2016

UNDERTAKING

I/we have clearly understood all the terms and conditions of the tender and agreement etc. and agree to undertake Printing & supply of books of account at the rate quoted by me/us at the destinations and as per the specifications prescribed by the SLPC.

I/We shall assure that I/We shall strictly abide by the terms and conditions of the Tender etc., and the instructions issued by the Government of Jammu and Kashmir from time to time.

I am/We are enclosing the following documents as per the Terms and Conditions of the Tender:

- 1) Demand Draft bearing No. _____ Dt. _____ for Rs. _____ /-(Rupees _____) drawn on _____ bank towards E.M.D.
- 3) Affidavit attested by a Notary to the effect that the Tenderer has no past or present criminal record with the Police/ Vigilance of CS Dept./Vigilance and Enforcement Dept., Govt. of _____ / Govt. Of India.
- 4) Affidavit duly attested by Notary to the effect that the Tenderer or any of the partners or representatives were never black-listed by the Civil Supplies Corporations/any Govt. Organization at any time or involved in diversion of stocks or involved in case under EC Act or convicted by Court of Law in a criminal case.
- 6) Copy of the Registration Certificate,
- 7) Copy of the Registration Certificate under GST
- 12) Copies of the Income tax returns for the last three years.
- 13) I/We shall furnish the prescribed Security Deposit amount of 5% on the total value of the cost of the quantity tendered for supply, within three (3) Days of the acceptance of my/our tender and enter into agreement. I/We are well aware of the forfeiture clause in the terms and conditions of the tender and my/our EMD stands forfeited if I/We fail to furnish the prescribed Security Deposit and also enter into agreement within three (3) Days of acceptance of my/our tender and I/We will strictly abide by the terms and conditions etc. as per the agreement. In the event of non-fulfillment of contract by me/us my/our Security Deposit or any amount available with the Mission is liable to be forfeited, award of supply contract stands cancelled besides blacklisting me/us.

I/We hereby affirm that the J&K State Rural Livelihood Mission is at liberty to take action against me/us as per the terms and conditions of Tender Document, if the above said statement proves to be wrong at any point of time.

Seal & Signature of Bidder

Name: