



# Office of the Principal Amar Singh College



Government of Jammu & Kashmir

Cluster University Srinagar

GogjiBagh, Srinagar-190008 (J & K)

E-mail: [principal@amarsinghcollege.ac.in](mailto:principal@amarsinghcollege.ac.in)

NAAC ACCREDITED B

Website: [www.ascollegelive.net](http://www.ascollegelive.net)

Tel No: 0194-2310227

Fax No: 0194-2311674

No: ASC/Edu/20/

Dated: \_\_\_\_\_

## Tender Notice for

### Annual Rate Contract for supply of Stationery/Printing items and IT consumables

Wax sealed tenders are invited from registered and reputed agencies/suppliers/printers for supply of stationery/printing and IT consumables items to the office of undersigned. The interested firms/agencies/suppliers having experience of supplying of stationery/printing/ IT consumables items can download the tender documents, details of items along-with detailed terms and conditions from the college website [www.ascollegelive.net](http://www.ascollegelive.net) or can collect the same from the establishment section, during office hours w.e.f 05-07-2020. The duly completed tender documents should be submitted in the drop box kept at principal chamber by or before 15-07-2020 up to 02:00 pm accompanied with CDR for Rs. 5000/- pledged to the Principal Amar Singh College Srinagar. The tenders will be opened on the next working day in presence of the college purchasing committee and the tenderers who wish to be present.

The rates should be quoted against the items detailed in Annexure-I, 1(A), & 1(B) item wise separately and should be inclusive of all taxes and charges.

The undersigned reserves the right to accept or reject any or all tenders without assigning any reason thereof.

The tentative quantity required is indicated in (**Annexure 1** for stationery items), (**Annexure 1(A)** for printing items) & (**Annexure 1(B)** for I.T consumable items). The number of items to be purchased is tentative. This office does not give any guarantee of minimum purchases.

(Prof. Bashir Ahmad Rather)  
Principal  
A. S. College, Srinagar

*Copy to the:-*

01. Deputy Director (Publications) J&K Information Department, Srinagar with the request, that the above tender notice may kindly be got published in any two leading newspapers of the valley.
02. Convener Purchasing Committee for information.
03. Office record.



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## **Terms and Conditions:-**

01. The supplier should be registered with the concerned Government department/organization for supply of stationery, IT items and other general store items. Registration Certificates to this effect should invariably, be furnished with the tender documents.
02. The supplier shall submit a copy of PAN card no, under Income Tax and details of registration under GST etc with the tender documents.
03. The tenderer shall submit a certificate along with the tender documents stating that all the items for which the bidder has quoted the rates are genuine products and the tenderer has been authorized to quote and supply the same.
04. The Rate Contract (RC) for supply of stationery and IT Consumables items shall be valid for a period of one year from the date of issue of supply order. The supply orders shall be placed from time to time against the RC. This office does not give any guarantee of minimum purchase under the present RC.
05. If the successful bidder fails to fulfil his obligations under the present RC i.e, non adherence to terms and conditions and supply of fake/counterfeit items, this office after due notice to the supplier may blacklist the firm. In such events, the contract will stand terminated and the EMD/Performance securities of the bidder shall be forfeited.
06. Supplies will be made within 05 days from the date of issuance of the supply orders unless otherwise stipulated in the supply order. Supplies marked as "Emergency supply" should be supplied in 24 hours. In case of delay beyond the stipulated period, a penalty of Rs.100/- per day of delay will be levied.
07. In case the tenderer fails to supply the ordered quantity within the stipulated time limit, the office may purchase the goods from open market and recover the difference in cost of purchase from the successful tenderer.
08. The CDR for Rs. 5,000/- should be pledged to the principal Amar Singh College, Sgr.
09. The Payment by the office will be made within a week of the receipt of supply. All costs related to packing transportation etc will be borne by the supplier. No extra payment will be made by the office for whatever purpose. The supplier will be solely responsible for paying all applicable taxes as per rule. In case of any penalty/ tax is payable on a later stage, the supplier shall be liable to pay the same along with penalty. Advance payment will not be made by the officer under any circumstances.
10. This office reserves the right to call for and inspect samples of items before entering into the RC

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**Principal,**  
**A. S. College, Srinagar**



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## Annexure- (1)

S.no	Name of the Items	Specification	Rate	S.no	Name of the Items	Specification	Rate
01.	Blue/Black/Green	V-5 (Pilot)		24.	Blank Register		
02.	Blue/Black/Green	V-7 (Pilot)		25.	File Flaps		
03.	Green Pens	V-10 (Pilot)		26.	Awl (Steel)		
04.	Photostat Paper	A-4		27.	Calculator (14	Casio	
05.	F.S Paper			28.	File Flags (Multi		
06.	Stamp Pad	Large/Small		29.	Sign Pen		
07.	Marker Ink			30.	Gum bottles		
08.	Scissors	Small/Big		31.	Cloth Duster		
09.	Glue Stick (Kores)	Small/Big		32.	Carbon Paper	Kores	
10.	Slip Pads			33.	Board Duster	Plastic & Wooden	
11.	Paper Pins			34.	Duster Cloth		
12.	Pens Ordinary			35.	Glue Sticks		
13.	Staplers Big Size			36.	Correction fluid		
14.	Staplers Small Size			37.	Pencil Cells		
15.	Stapler pins (24x6)			38.	Paper weight		
16.	Stapler pins (no.10)			39.	Cello Transparent Tape	Small/Big/Medium	
17.	Taper dispenser			40.	Dak Pad		
18.	Steel Scales 12 inch			41.	White Board Marker	Korea, Luxors, Red, Black, Blue, Green	
19.	Sharpener			42.	U Clips		
20.	Eraser			43.	Plastic File Folder		
21.	Judicial Paper (Book)			44.	Highlighter	03 Colors	
22.	Type Paper ordinary			45.	Permanent Marker	Korea, Luxor	
23.	Tags (Bunch)	Big/Small		--	-----	-----	

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Printing Stationery Items		Annexure- 1 (A)
S.No	Name of the Items	
01.	Practical Sessional Award Register	
02.	Students Attendance Register (60 pages on ledger paper)	
03.	Internal Sessional Sheets (02 leaves including title page)	
04.	Stock Register (400 Pages)	
05.	Cash Book	
06.	File Covers	
07.	Small size Envelops	
08.	Medium size Envelops (A4 size)	
09.	Service Books size Envelops	
10.	Despatch Registers	
11.	Internal Assessment Register	
12.	Answer Book Internal Assessment ( Skill Enhancement)	

IT. Consumables		Annexure- 1 (B)
01.	1020 HP ( Laserjet)	
02.	TN-1020 (Brother)	
03.	BizHub-206	
04.	BizHub-306	
05.	Canon Toner NPG-59BK	
06.	All in one 88A HP Laserjet M1136	

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