

Jammu & Kashmir
Haj Committee

Baitul Hujaj, Haj House, Bemina, Srinagar
Under Department of Haj & Auqaf, Govt. Of Jammu & Kashmir
(Ph.No.0194-2495365, 0194-2495367, www.jkshc.org, mail at:jkstatehaj@gmail.com)

Tender Notice

On behalf of J&K Haj Committee sealed offers are invited from registered dealers of J&K for supply of stationary items mentioned at annexure (A) to this notice, subject to the terms and conditions and given below: -

- i) The offer affixed with the revenue stamp of the value of Rs.5/- and accompanied with a CDR of Rs.5000/- (Rupees Five Thousand Only) as earnest money must be submitted in sealed envelopes duly marked "Offer for stage contract for supply of Stationary Items" addressed to Executive Officer, J&K Haj Committee, Bemina Srinagar. The last date for receipt of offers shall be 01-12-2023.
- ii) The offer of any such agency which has been black listed by any Government Department/Semi Government or Autonomous Institution shall be rejected even if otherwise in order.
- iii) The rates quoted, both in word and figures, shall be without any cutting/overwriting and inclusive of all taxes for Haj House Bemina, Srinagar.
- iv) The tenderer (s) shall indicate TIN and PAN in their offers and enclose latest GST clearance certificate with the offer.
- v) The offers shall be opened on any convenient date immediately after the last date specified above, in presence of the tenderer (s) who wish to be present.
- vi) The supplies shall have to be made within **three** days from the date of issuance of the supply order at Haj House premises at Srinagar. In case a single agency does not qualify for or is not able to make supplies of all items, item wise contracts shall be finalized with different agencies. The successful tenderer (s) shall have to execute and agreement with the department for successful completion of the contract obligations.
- vii) The CDR of the successful tenderer (s) shall be retained as security deposit and released only after successful completion of the contract.
- viii) The department reserves the right to accept or reject any tender or a part thereof without assigning any reason.

Sd/-
Executive Officer,
J&K Haj Committee.
Dated:25-11-2023

No:Haj/2023/**305**

ANNEXURE-A

Sr.No	Particulars	Quantity
1	Printing of I-cards	150
2	Lanyards	200
3	Printing of book (coffee table)	10
4	Refilling of Tonnes	10 No
5	Laserjet Printer	1 No
6	Small Envelope	100 No
7	Ball Red Pen	12 No
8	Highlihter	10 No
9	Fluid Pen	15 No
10	Pencil	4 pkt
11	Paper Rim (A4) 90gm	50 No
12	File Cover	100 No
13	Ball Blue Pen	100 No
14	Rubber Band	10 Pkt
15	Cartridge Toner (Reco) for photo state use)	5 No
16	Stapler Pins (Big)	50 pkt
17	Permanent Marker	16 No
18	Note sheets	6 No
19	Ink Bottle (664) all Colours	25 sets
20	Nylon Thread	3 No
21	Ari	5 No
22	Transparent Tape Roll	30 No
23	Brown Tape roll	13 No
24	Register big	15 No
25	Packing cloth	100 Mtr
26	Transparent File Cover	50 No
27	Sticky colour flag	25 No
28	Sticky Notes	25 No

