



**Craft  
Development  
Institute**  
SRINAGAR

NIT No. CDI/ NIT/ 009/ 2017-18

Dated: 22<sup>nd</sup> December 2017

Established by the Office of DC-(H),  
Ministry of Textiles, Govt. of India

## Tender Documents for Office Stationery, Cartridges/ Tonners

Cost of Tender Documents:	Rs. 200 (Rupees Two Hundred Only) Non-Refundable
Sale of Tender Documents:	Between 10:00 am to 4:00 on all Working days upto 4 <sup>th</sup> January 2018
Last Date and Time of Submission of Tenders:	6 <sup>th</sup> January 2018 upto 4:00 pm
Date & Time of Opening of Tenders:	8 <sup>th</sup> January 2018 at 11:30 am (Or any other working day as convenient to tender opening committee.)

The tender documents can be collected from office of the Incharge, Purchase & Store, Craft Development Institute, Bagh-i-Ali Mardan Khan, Nowshera, Srinagar after submitting the requisite cost of tender documents in Cash.

The tender documents can also be downloaded from our official website [www.cdisgr.org](http://www.cdisgr.org) and the requisite cost of tender documents as mentioned above must be submitted by or before 4<sup>nd</sup> January 2018, failing which such quotation will not be entertained.



## Craft Development Institute

BAMK, Nowshera, Srinagar  
Contact No. 2411430/ 2411772



### TENDER NOTICE

Sealed tenders affixed with Rs. 5/- revenue stamps are invited from registered dealers/ suppliers for supply of Office Stationery, Cartridges/ Tonners.

The comprehensive list of items along with tender documents can be collected from office of the Incharge, P&S against cash payment of Rs. 200/- (Rupees Two Hundred Only) non-refundable upto 4<sup>th</sup> January 2018 or can be downloaded from our official website at [www.cdisgr.org](http://www.cdisgr.org).

The tenders must be accompanied with a CDR worth Rs. 3,000/- (Rupees Three Thousand Only) pledged to Director, Craft Development Institute, Srinagar. The tenders complete in all respects should reach office of the undersigned by or before 6<sup>st</sup> January upto 4:00 pm. The tenders will be opened on the next working day at 11:30 am or any other convenient day, in presence of the tenderers, if they so desire.

The Director, CDI reserves the right to reject any or all tenders without assigning any reason or cancel the process at anytime.

NIT No: CDI/ NIT/ 009/ 2017-18  
Dated: 22<sup>nd</sup> January 2018

**Sd/-  
Directir**



**Terms & Conditions:**

1. The properly sealed envelopes should be superscripted “**TENDER FOR SUPPLY OF OFFICE STATIONERY, CARTRIDGES/ TONNERS** and the reference number should also be mentioned.
2. The tenderer shall attach following documents with the quotation, without which tender will be rejected:
  - i) Photocopy of Registration Certificate
  - ii) The firm should be registered under GST, Act 2017
  - iii) Seal and signature affixed on all pages
3. Each tender shall be accompanied with earnest money in the form CDR for an amount of **Rs. 3,000/- (Rupees Three Thousand Only)** pledged to the Director, Craft Development Institute, Srinagar without which tender will be rejected.
4. The DD's, FDR's, Bank Guarantees, etc. will not be entertained in any case and the same tender will be rejected.
5. The list of is attached herewith as **Annexure 'A'**.
6. The quotation must be written neatly and correctly in figures as well as in words also.
7. The rates quoted in paisas will not be entertained and the fraction of below Rs. 0.50 paisas will be deducted and the fraction of above Rs. 0.50 paisas will be treated as Rs. 1.00.
8. The conditional or incomplete tenders will not be entertained in any case.
9. The rates quoted must be inclusive of all taxes and F.O.R. Craft Development Institute, BAMK, Nowshera, Srinagar.
10. The successful supplier/s must has/ have to enter into an agreement with CDI, Srinagar.
11. In case inferior quality of items, the CDI reserves the right to take action against the bidder, which may include cancellation of bid and forfeiture of CDR.
12. The Bill on account of supply must bear GST No



13. No advance payment will be made in any case.
14. The Director, CDI reserves the right to negotiate the rates with the bidders.
15. The Director, CDI reserves the right to accept or reject any tender in part or full or cancel the process at any time without assigning any reason thereof.
16. In case of any dispute, decision of the Director, CDI shall be final and binding on all the parties.
17. All legal disputes are subject to the courts available in Srinagar city only.

Sd/-  
Director, CDI

**Signature with Stamp  
of Tenderer**



Annexure 'A'

<b>S. No.</b>	<b>Name of the Items</b>	<b>Quantity</b>	<b>GST Percentage</b>	<b>Total Inclusive of all taxes in INR (Per Piece)</b>
1	<i>Paper A4_(Xerox,Image)</i>	100 Rims		
2	Spiral File Cover	200		
3	<i>Simple File Cover</i>	200		
4	<i>Stapler pins Small Large</i>	10 Pkt Each		
5	Pencil	5 Box		
6	Glue stick	50 No's		
7	Ink Pen	5 No's		
8	Hp Laserjet Cartridge 1020(12 A)	4 NO's		
9	Hp Laserjet Cartridge p1007(88A)	4 No's		
10	HP Laserjet p2055dn	2 No's		
11	Xerox Work Centre 5335 Drum & Toner	2 No's Each		
12	Ledgers Book	10 No's		