

NIT No. CDI/ NIT/ 02/ 2017-18
Dated: 30th August 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 21 st September 2017
Last Date and Time of Submission of Tenders:	22 nd September 2017 upto 4:00 pm
Date & Time of Opening of Tenders:	23 rd September 2017 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 and the requisite cost of tender documents as mentioned above must be submitted by or before 22nd September 2017, 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 21st September 2017 or can be downloaded from our official website at www.cdisgr.org.

The tenders must be accompanied with a CDR worth Rs. 5,000/- (Rupees Five Thousand Only) pledged to Director, Craft Development Institute, Srinagar. The tenders complete in all respects should reach office of the undersigned by or before 22nd September 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.

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**Sd/-
Director**



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. 5,000/- (Rupees Five 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'

S. No.	Name of the Items	Quantity	GST Percentage	Total Inclusive of all taxes in INR (Per Piece)
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		