

OFFICE OF THE PRINCIPAL
GOVT. COLLEGE FOR WOMEN, PARADE GROUND, JAMMU

(An Autonomous College)

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No:WCP/COLL/2017/2381

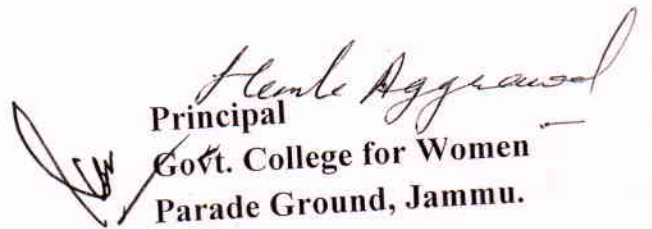
Dated:- 9-11-2017

SHORT TERM TENDER NOTICE

For and on behalf of the Governor of Jammu and Kashmir State, Sealed Tenders, superscribed "Tender for Printing of Examination Stationery and other Items", affixed with revenue stamps of Rs.5/- (Rs. Five only) alongwith CDR of Rs. 2,000/- (Rupees Two thousand only) pledged to the Principal, Govt. College for Women, Parade Ground, Jammu, are invited from registered printers/firms for printing and supply of examination stationery and other items for the year 2017-18. The details of the specifications and the requirement of these items alongwith the terms and conditions can be had from the office of the undersigned on any working day from 10:00 a.m to 3:00 p.m or can be downloaded from the college [Website:www.gcwparade.in](http://www.gcwparade.in)

Sealed tenders alongwith the specimen of the paper and CDR of Rs. 2,000/ (Rs. Two thousand only) must reach in the office of the undersigned within three (3) days upto 3:00 p.m from the date of its publication in the Newspaper. In case last date of the receipt of tenders falls on Sunday or any Gazetted holiday, the tenders will be received on the next working day.

The Principal reserves the right to accept or reject all or any tender in whole or any part thereof without assigning any reason, whatsoever.



Principal
Govt. College for Women
Parade Ground, Jammu.

Copy to:

1. Office record.

Terms and Conditions

1. The tenders should be submitted in the Office of the Principal, Govt. College for Women, Parade Ground, Jammu either by hand under proper receipt or by speed/registered post.
2. The tenderer should explicitly mention the address of his concern with telephone and mobile contact numbers and also the postal address with pin code.
3. The rates should be quoted without any cutting and overwriting.
4. The rates quoted should be inclusive of all taxes and F.O.R college premises.
5. The rates shall remain valid for a period of one year.
6. The tenders shall be opened within week's times of the last date of receipt of tenders in presence of tenderers or their duly authorized representative, if they wish to be present.
7. The mobile number of the tenderers should be written on the envelop so that they can be informed about the opening of the tenders.
8. The tenders not according to the specifications and without CDR of Rs. 5,000/- (Rs. Five thousands only) will not be considered.
9. The successful tenderer shall not assign or sub-let his job or any part thereof to any other agency.
10. The successful tenderer (printer/firm) shall have to execute the supply order within 10 days from the date of issue of supply order and the supplies shall be strictly in conformity with the specifications.
11. Earnest money of unsuccessful tenderer shall be refunded as early as possible. However, no interest shall be paid on earnest money.
12. The payment shall be made after satisfactory completion of the job. The firm should submit the bills enclosing satisfactory certificate from the committee.
13. If the firm fails to supply the goods as per our specifications and the requirement, the contract will be terminated without any notice. In that case, the earnest money will be forfeited and the firm will be black listed by the college.


Principal
Govt. College for Women
Parade Ground, Jammu

Copy to:

1. Office record.
2. Incharge, College Website for uploading of the complete Tender notice.

Details of Specifications and approximate requirement of Stationery Items

S. No.	Name of the Item	Specification and Paper Size	Approximate Quantity	Rates Offered by the Tenderer	Remarks
1	Superintendent's file, 8 leaves (16 pages) with printing on 13 pages and side binding with 2 pin stitching.	70 gsm white paper, 18"x22"/4	500 no.		
2	Daily consumption statement of answer books with title cover, 20 leaves (40 pages), both sides printing, same printing format for all 40 pages, 4 title pages with one printed page and 2 pin side stitching.	70 gsm white paper, 18"x22"/4 Title page-80 gsm (Lucky parchment paper/Ledger paper)	500 no.		
3	Memo book, 20 leaves, one side printing with perforation in the centre and 2 pin side stitching.	70 gsm white paper, 18"x22"/4	500 no.		
4	Parcel slips/receipts, one side printing, 4 perforations (9 slips in one page)	70 gsm white paper, 18"x22"/4	500 no.		
5	Parcel receipts, 100 leaves in each pad with one side printing, and binding in the form of pads.	70 gsm white paper, 18"x22"/12	10 pads		
6	Misconduct (unfair means) form, 100 leaves in each pad with one side printing, and binding in the form of pads.	70 gsm white paper, 18"x22"/4	05 pads		
7	Superintendent's bill form, single leaf (2 pages), both sides printing, 100 leaves in each pad and binding in the form of pads,	70gsm Ledger paper, (Green) 17"x27"/4	05 pads		
8	Practical examiner's file, 28 leaves (56 pages) with printing on 31 pages (20 pages having the same printing format), with three additional leaves, with one side printing.	70gsm white paper, 18"x22"/4 3 leaves-18"x22"/2	200 no.		
9	External practical Award Rolls, one side printing.	70 gsm white paper, 17"x27"/2	1000 no.		
10	Award Rolls for Internal assessment, one side printing.	70 gsm white paper, 17"x27"/2	500 no.		
11	Theory Award Roll pads, 4 different series (A,B,C& D), 100 leaves in each pad with one side printing, and binding in the form of pads.	70 gsm white paper, 18"x22"/12	20 pads in each series		
12	Marks file slips, 100 leaves in each pad with one side printing and binding in the form of pads.	70 gsm white paper, 18"x22"/6 (long size)	20 pads		
13	Code file, 100 leaves in each pad with one side printing, and binding in the form of pads.	70 gsm white paper, 18"x22"/4	20 pads		
14	Different types of forms/certificates/ challans / applications for issuance of certificates etc., 100 leaves in each pad, and binding in the form of pads.	70 gsm white paper, 18"x22"/4 (One side printing) 18"x22"/4 (Both sides printing) 18"x22"/6 (One side printing) 18"x22"/6 (Both sides printing)	5 or 10 pads (Rates to be quoted for 5/10 pads separately)		

	Name of the Item	Specification and Paper Size	Approximate Quantity	Rates Offered by the Tenderer	Remarks
15	Challan Book for issuance of examination stationery, 100 leaves in triplicate, with one side printing, machine numbered in four digits, book binding, (1st page –White, 2 nd page- Yellow and 3 rd page- red)	70 gsm white paper, 18"x22"/4	5 books		
16	Parcel Receipt Registers, 100 leaves in each register with both sides printing, and card board binding.	70 gsm white paper, 17"x27"/2	5 no.		
17	Answer Book issue register (for evaluation/re-evaluation), 100 leaves in each register, both sides printing, page numbered in three digits, and card board binding,	70 gsm white paper, 18"x22"/4	10 registers		
18	Question paper setting file, 9 leaves with one side printing and single pin stitching in the form of set.	70 gsm white paper, 18"x22"/4	500 files		
19	Duty certificates of different types. 100 leaves in each pad with one side printing, and binding in the form of pads.	70 gsm white paper, 18"x22"/12	5 pads		
20	Envelops , cloth lined, with or without printing as per specimen (yellow/Blue/Brown Coloured)	12"x16" (without printing) 12"x16" (with printing) 10"x12" (without printing) 10"x12" (with printing) 8"x10" (without printing) 8"x10" (with printing) 10"x 4½" (without printing) 12"x 4 ½ "(with printing)	200 no. 500 no. 200 no. 500 no. 200 no. 500 no. 200 no. 1000 no.		
21	Envelops (laminated) with or without printing as per specimen (Yellow coloured).	12"x16" (without printing) 12"x16" (with printing) 10"x12" (without printing) 10"x12" (with printing) 8"x10" (without printing) 8"x10" (with printing) 10"x 4½" (without printing) 12"x 4½" (with printing)	200 no. 500 no. 200 no. 500 no. 200 no. 500 no. 200 no. 1000 no.		

No.	Name of the Item	Specification and Paper Size	Approximate Quantity	Rates Offered by the Tenderer	Remarks
22	Envelops (white), with or without printing as per specimen.	10" x 4½" (without printing)	200 no.		
		10" x 4½" (with printing)	500 no.		
		9" x 4" (without printing)	200 no.		
		9" x 4" (with printing)	500 no.		

23. White cloth

400 meters

24. Answer sheets 36 pages
as per specimen.

Different Types of Forms.

1. Evaluator's ^{Re} Bill form.
2. checking assistant's bill form.
3. code officer's bill form.
4. ~~code~~ assistant's bill form.
5. T.A. Bill form.
6. Challen of answer books. (for code officers).
7. Bill form for moderation of question papers.
8. Examination form.
9. Re-evaluation form.
10. Application form for issuance of duplicate marks card.
11. Application form for issuance of eligibility certificate.
12. Application form for R.R.
13. Bill form for paper sellers.
14. Re-evaluator's Bill form.

specimens can be had from college.