



Government of Jammu & Kashmir

Industrial Training Institute (Kishtwar)



Skill Development Department

our motto " skilled hands secured future "

landline : 01995 – 259352

website : www.itikishtawar.com

email : itikishtawar@gmail.com

fax : 01995 - 261264

mis code: GR01000007

Correspondence Address : Shaheedi Road, Kishtwar, Jammu, J&K, India. Pin code : 182204

Short Term Tender

For and on behalf of Governor of Jammu & Kashmir offers are invited from the Suppliers for Supply of below detailed Papers for the Industrial Training Institute, Kishtwar.

The **sealed** offer should reach the office of the undersigned through registered post, by hand or courier by or before **21st December 2020, 3.00pm**

The bidder should quote on below format or on company letter head. The quotation shall be opened on the same day or any other day convenient to committee.

Specification :-

S. No	NAME of Item	UNIT	TENTATIVE QUANTITY	QUOTED RATES (Rs)
1	A3, Paper, at least 70gsm	Ream	24	
2	Legal, Paper, at least 70gsm	Ream	24	
3	A4, Paper, at least 70gsm	Ream	200	
4	Type Paper	Ream	24	
5	Photo Paper, A4, 100gsm	No	100	
6	File Covers	No	200	
7	Pilot Pen, R, Y, Blu, Blk	No	12	
8	Ball Pen	No	100	
9	Pencil, HB	No	1000	
10	Rubber	No	500	
11	Sharpener	No	500	
12	Stamp Pad, Blue	No	6	
13	File Cover, Transparent, A4, Superior	No	50	
14	File Cover, Tag type	No	100	
15	File Cover, Clip type, Cobra File Superior	No	50	
16	Stapler, Small	No	6	
17	Stapler Pins, Small	Box	12	
18	Stapler, Big	No	2	
19	Stapler Pins, Small	Box	6	
20	Electric Kettle	No	1	
21	Towel, Superior, Long	No	1	
22	Towel, Superior, Small	No	1	
23	Dust Bin Plastic, Outdoor type, Big upto 100Ltr	No	12	
24	Long Note Book, Single having at least 400 pages, approx. size of A4 (Classmate, Paper grid, Paperkraft, Eqv)	No	600	
25	Practical Note Book, Hard cover, Single Line & Blank having atleast 150 pages, approx. size 220 x 280 (Classmate, Paper grid, Paperkraft, Eqv)	No	500	
26	White board, Marker (R, Blue, Blk)	No	100	
27	Glue Stick (Fevi Stick, Eqv)	No	100	
28	Correction Fluid	No	24	
29	Lock Superior, Heavy	No	12	

Terms & Conditions :

- Rates quoted should be inclusive of all Taxes and FOR ITI Kishtwar.
- The Supply has to be completed within 07 days of issue of order.
- 100% payment will be made after receiving material in full and certified by the verification committee. **Subject to the availability of funds.**
- This office reserves the right to accept or reject any offer without assigning any reason / reasons thereof.
- No conditional offer will be accepted.
- The actual quantity needed will be communicated at the time of supply as per budget available and will also be communicated time to time as per the need of this Institute.
- Any Ambiguity in the quotation shall be in favour of this Institute.
- The bidder can quote on this format or on his/her own letter head without changing BOQ, rates should be quoted for the specification and **for reputed make.**
- The bidder can quote for all or to selective Items as per his/her business. The supply order will be placed item wise to the least bidder.
- The Rates shall also remain valid for 1 year from the date of this tender. Beyond said date the rates shall remain valid only if both parties agree.
- The bidder should clearly mention, on his/her sealed envelope, the NiT/Tender No. Quoted for.**
- All other terms and conditions not covered but in vogue in the CPWD/PWD shall hold good and form a part of this quotation.

Signature / Address of Bidder

(certified that we abide by all terms & conditions of this tender.)

No. : ITI / Kish / Esst / 3607 - 14

Date : 10 / 12 / 2020

Copy for information to :

- Director, Skill Development Department, Government of Jammu & Kashmir.
- Chairman, IMC of ITI Kishtwar.
- Joint Director, Skill Development Department, Jammu Province, Govt. of J&K.
- Joint Director Information, Information Department, with a request to publish in at least **three leading newspaper** of State.
- Treasury Officer, Kishtwar.
- Supervisor/Senior Official/Concerned Trade Instructors.
- Establishment / Training Section / Accounts Section / Stores, ITI Kishtwar
- In-charge Website / Notice Board, ITI Kishtwar.

Principal

Govt. Industrial Training Institute, Kishtwar
Skill Development Department