



UNIVERSITY OF JAMMU  
FORMS AND STATIONERY / SERVICES

TENDER NOTICE

For and on behalf of the University of Jammu, Jammu sealed tenders affixed with revenue stamps worth Rs.10/- (Rupees ten only) are invited from the Registered Firms, Authorized Dealers, Distributors and Suppliers through Registered Cover / Speed Post / Courier addressed to the Registrar for the supply of various items for the current financial year i.e 2019-20. The Tender should be sealed in **Two Envelopes**, "Envelope-A containing rates of the product (**Rates quoted should be excluding GST**)", and "Envelope-B containing other related documents such as CDR, Registration/GST no./Tin Form/Samples/Manuals etc." Two bid tender system will be followed for all the tenders, where in both the envelopes should be **superscribed** indicating the financial bid as well as the technical bid, for the items like; Printing and Binding work, Identity cards for employees and students, Liveries and Uniforms articles, Board and Name plates, Repair of water purifiers, Repair of Furniture articles, Refilling of Fire Extinguishers, Crockery items, Repair of DP box/MDF and Repair of jointing telephone cable. **It should be mentioned on the Envelope "Tender for \_\_\_\_\_ strictly as per annexure to this notice."** The tenders should reach in the office of the **Assistant Registrar (Services) on or before 12-06 -2019 (Wednesday)** during all working days upto 5:00 p.m.

In case any vendor whose rates have been approved by the University of Jammu is unable to supply the required articles as per quoted specifications because of any reasons, shall be debarred for a period of 1-3 years depending upon the nature of the case.

**The tenders which shall be without sample /manuals (if asked) shall be rejected.**

For detailed tender notice and other terms and conditions, either visit our website ([www.jammuuniversity.in](http://www.jammuuniversity.in)) or contact the office of the Undersigned.

No: F & Sty. / SS / 19 / TN / 274

Dated: - 24/5/2019.

*Sunilasharma*  
Assistant Registrar (F & Sty. / Services) 24/5/19  
*[Signature]*



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S. No	Name of Work	Specification	CDR Money
1.	Identity Cards for Employees and Students	PVC/Copper/Metal/Plastic (e.g. Smart Card, photo I-Cards, PAN Card or ATM type including Lynyard and holder <b>*Samples may please be attached</b>	Rs.2000/-
2.	Liveries and Uniforms Articles	<b>Annexure-II</b>  <b>*Samples of Fabrics of appropriate size may please be attached</b>	Rs.5000/-
3.	<b>Boards &amp; Name Plates</b>  1. Name Plates 2. Honour Boards 3. Letter Boards 4. Sign Boards 5. Steel Letters powder coated 6. Banners 7. Flex Boards/ vinyl Boards	Per Sq. inch/ Feet / Mtr.  Fitting / Installation Charges (Including / Excluding)  <b>*Samples and Manuals of appropriate size may please be attached</b>	Rs.2000/-
4.	Repair of Furniture/ Fixture items  (Chairs, Almirahs, Racks, Tables, Desks, drawers etc.)	<b>Annexure-III</b>	Rs.1000/-
5.	<b>Repair of :-</b> 1. Water cooler 2. Desert coolers, 3. Air Conditioners (AC), 4. Geysers 5. Water purifiers	Repair work of old and new machines  Please mention Service Charges and other material cost with Rate List.  Cost of the spare parts.	Rs.2000/-
6.	Refilling of Fire Extinguishers	Capacity, Company/ Brand Quality and Allied Accessories  Please mention Service Charges and other	Rs.2000/-

		material cost with Rate List	
7.	Crockery items	Cup/Saucer, Tea Set, Quarter plates, Full Size Plates etc. <b>(Embossed with University Logo)</b>  <b>*Samples may please be attached</b>	Rs.2000/-
8.	Repair of DP box and other repair items	<b>Annexure-IV</b>  <b>* Samples may please be supplied</b>	Rs.5000/-
9.	Printing and Binding work	<b>Annexure-I</b>	Rs.5000/-

### **Important Conditions**

1. The tender should be sealed into **two envelopes**
  - (i) **Envelope-A** containing rates of the product with superscription "Tender for \_\_\_\_\_ Strictly as per annexure to this tender notice"
  - (ii) **Envelope-B** containing other related documents such as CDR, Registration / GST no. / Tin Form / Samples / Manuals etc.

each envelope should be **marked A (Rates of the product) and B (Specification with other related documents)** and be kept in another envelope. It should reach the office of the Registrar through Registered cover/ Speed post/ Courier. Please note that the envelop marked 'A' containing quoted prices shall be opened only after required specifications are met.
2. **The Rates quoted should be excluding taxes/duties as applicable from time to time.**
3. The Rates can be extended **beyond 31<sup>st</sup> March 2019** with the approval of the Competent Authority.
4. Please write the **name of the item/s on the cover** of the envelope for which tender is submitted with full details.
5. In case if the **tenderer fails** to make the supply of the articles / items as ordered for, in accordance with the conditions or items supplied do not match with the approved specifications, the CDR submitted by the tenderer will be forfeited.
6. Please note that the purchase will be made purely on merit and specifications basis as per samples supplied, subject to the verification by a constituted committee, University of Jammu, Jammu.
7. The tender form shall be available free of cost w.e.f. **28 -05 -2019** and the last date for collecting the form from the office of the Assistant Registrar (Forms & Stationery / Services) is **12-06 -2019** upto 1 p.m..
8. The rates should be quoted **F.O.R.** Main Campuses (University of Jammu) and all its allied Campuses i.e. (Bhaderwah, Kathua, Poonch, Udhampur, Ram Nagar, Kishtwar, etc.)
9. The University of Jammu is **not bound to accept the lowest tender** and may reject any tender or any part of the tender without assigning any reason thereof.
10. Intending tenders shall have to **deposit earnest money as CDR** pledged to Registrar, University of Jammu without which tenders will not be considered.
11. Tender received **after the prescribed time and date** will not be entertained.
12. **Tax clearance / Registration from the concerned** are must.

13. The tenderer should be **duly registered** with the concerned authorities governing the trade and copy of the GST no. allotted by the Department should be enclosed with the tender.
14. The vendors are requested to instruct the rates are quoted according to the specification.
15. The tender will be opened if it's three or more than three in number as per the financial code.
16. The printing and binding work will be allotted in peace and meal as per requirement.
17. **Any other information if required** can be had from the office of the Assistant Registrar (Forms & Stationery) during all the working days or from University Web Site ([www.jammuuniversity.in](http://www.jammuuniversity.in)) or Contact on **0191-2431627** (Landline).

No: F & Sty./TN/19/275.

Dated: - 24/05/2019.

Registrar

M/S

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*Sumita Sharma*  
Assistant Registrar 24/5/19  
(Services/F & Sty.)  
University of Jammu  
Jammu. Jmt