

**OFFICE OF THE TRANSPORT COMMISSIONER,
(CHAIRMAN STATE TRANSPORT AUTHORITY),
J&K, GOVERNMENT, JAMMU
TENDER NOTICE**

No. TC/JK/Acctts/ 15 -16/1108-10

Dated: - 15.02.2016

01.For and on behalf of the Governor of Jammu & Kashmir State, fresh tenders(sealed) affixed with revenue stamp worth Rs. 6/- are invited from the authorized /approved, suppliers/ dealers/ manufacturers/ vendors/ partners, for the supply of the following items to the office of Transport Commissioner, J&K Jammu:-

S. No	Particulars	Specifications	Quantity
01	PVC Cards	30-40 mil size ISO 7810 Format Type ID1CR-80 size	60000
02	Ribbons	YMCK 4 Panel-625 image/Roll (Pat.#. 6,109,801 7,137,000 6,963,351)	120
03	Re-Transfer Film	(1250 – Single & 625 Dual Sided Cards/Roll) (Pat.#. 6,109,801 7,137,000 6,963,351)	120

02. The bidder should have an experience of supply of above-mentioned items individually or collectively (for all the aforementioned items). Interested and eligible bidders may download the Tender document from the www.jktenders.gov.in or may download from our official website www.jaktrans.nic, in favor of Transport commissioner, Chairman-State Transport Authority Jammu and shall attach a Demand Draft of Rs 1000/ along with the Technical bid which shall be non-refundable.

03. All the bids must be accompanied by Tenders EMD worth Rs.40,000 in the form of CDR/Bank Guarantee, cost of tender document in the form of demand draft and Technical Bid to be delivered on or before 24.02.2016 at 03.00 P.M. State Level Purchase Committee shall open bids in the presence of those tenderers or their representatives, who choose to attend on 25.02.2016 at 04.00 P.M in office

chamber of Transport Commissioner, Chairman, State Transport Authority, J&K, Jammu.

04. All the bidders are advised to go through the Terms and conditions of the Tender document, thoroughly.

05. All the bidders shall furnish rate against each item online and quantity of material can be increased or decreased as per requirement.

06. The delivery of the supply must be within one week from the supply order and in case of delay in supplying of material or the material supplied is found to be defective, penalty double the cost of the material shall be imposed on the defaulter.

07. Two- Tier inspection of the material shall be conducted one at T.C. office level by the committee constituted and the other at the level of the RTO's/ARTO's.

Sd/-

Transport Commissioner & Chairman
State Transport Authority, J&K.

Copy to the:-

1. Secretary to Govt. Transport Department, J&K, Civil Sectt, Jammu for favour of information.
2. Director Information, J&K Jammu for information and with the request that publication may be given in local dailies and leading national dailies consecutively for three days. The bill of charges if any in respect of national dailies be forwarded to this office for arranging necessary payment.
3. Sh. Rakesh Gupta, Project Coordinator, NIC, Jammu for uploading the Same on www.jaktrans.nic

Sd/-

Accounts Officer,
Transport commissioner,
J&K, Jammu

**OFFICE OF THE TRANSPORT COMMISSIONER,
(CHAIRMAN STATE TRANSPORT AUTHORITY),
J&K, GOVERNMENT, JAMMU**

Tender for supply of MVD Licensing Material

Schedule of Tender.

- | | |
|--|-------------------------|
| 1. Price of Tender: | Rs.1000 |
| 2. Date of online Publication | 18.02.2016 at 2.00 P.M |
| 3. Date of online Document | 18.02.2016 at 02.00 P.M |
| download www.jktenders.gov.in and www.jaktrans.nic | |
| 4. Date of online Bid submission | 18.02.2016 at 06.00 P.M |
| start date | |
| 5. Date of online Bid submission | 24.02.2016 at 03.00 P.M |
| end date | |
| 6. Bid Opening Date | 25.02.2016 at 04.00 P.M |
| 7. Earnest Money Deposit | Rs. 40000 |
| 8. Security Deposit | 5% of the tender cost. |

Sd/-

Accounts Officer,
Transport commissioner,
J&K, Jammu

GENERAL TERMS & CONDITIONS:

- 1.01 The Tender Documents is not transferable by the Purchaser.
- 1.02 The bidders should sign each sheet of the bid. The Bid must be in the form provided be submitted along with the undertaking at Annexure-II.
- 1.03 The bid will not be accepted from the firm(s) to whom the documents have not been issued by the Transport Department, either through the office of Transport Commissioner J&K, Jammu or downloaded through the official website.
- 1.04 Tender shall be submitted in properly sealed envelopes duly marked **“Tender for Supply of Licensing Material”** along with the sample of each item, containing the specifications and the part number. The specification and part number shall confirm to the details of the same mentioned in the NIT.
- 1.05 The proof and status of the firm/concern related to the experience of supplying such items to any organization, as is mentioned in the tender form/NIT, shall be submitted, separately or collectively, along with the technical bid. **Each item must be quoted separately and the relevant experience for that item to be attached. In case, there is an experience of supplying the said item as a part of a group of items-that could also be attached. The samples shall confirm to the specification and particulars mentioned in the NIT.**
- 1.06 Sealed tenders must reach the office of the Transport Commissioner J&K, Railhead Complex, Jammu by or before 24.02.2016 at 03.00 P.M. Tenders received after 03:00 PM on the last date shall not be entertained. The tenders shall be opened on 25.02.2016 at 04:00 PM or on any other date convenient to the **purchase committee** in presence of the representatives of the tenderer’s who wish to be present at the time of opening.
- 1.07 In case the last date of receipt of tenders is a holiday, the same shall be received upto 03:00 PM on the next working day and shall be opened at 04:00 PM on the same day.

- 1.08 All bidders should furnish purchase certificate for satisfactory service for the last 03 years with special reference to the Govt. institutions.
- 1.09 The purchase committee, reserves the right to out rightly reject any tender or any part of the tender or all tenders without assigning any reason thereof. The Tender Committee also reserves the right to out rightly reject the bids/ tenders which are incomplete, without assigning any reason.
- 1.10 Intending tender(s) shall have to enclose EMD, in the form of **CDR/Bank Guarantee**, without which the tender is liable to be rejected. The EMD shall be pledged in favour of Transport Commissioner, J&K.
- 1.11 TIN No. of the bidder/participating concern shall also be enclosed in the technical bid.
- 1.12 Rates shall have to be separately quoted for each item. Rates must be quoted in Indian Rupee only-Both in words and figures.
- 1.13 EMD shall be released in favour of unsuccessful tenderer/s within one month of the acceptance of the tender and placement of the order with successful tenderer L-2.
- 1.14 The price must be quoted item wise and price for that item must be quoted clearly and no in vague terms like "As actual", "Approx." etc. The rates quoted in the bid shall be final with absolutely no scope to enhance the rates, at any stage, due to increase of any tax/cess etc. or introduction of any new tax/duty/levy etc.
- 1.15 The items of supply should be strictly in accordance with the specification, quality mark etc. indicated herein in the NIT and as per the sample submitted.
- 1.16 Quantity of material can be increased or decreased, as per requirement, during the financial year.
- 1.17 Replacement of any defective item(s) of supply shall have to be made without any extra charge and within a period of one week from physical

verification report, if he fails to do so penalty double the cost of the material shall be imposed besides or in case of delay in supplying of material.

- 1.18** The items should be covered under warranty and guarantee period, for at least one year, from the date of supply.
- 1.19** The tenderer shall not assign or sublet this contract or any part thereof for supplies to any agency.
- 1.20** The accepted rates shall remain in force for one year from the date of issue of first supply order.
- 1.21** Successful tenderer shall have to execute an agreement in prescribed format, binding the firm to the terms and conditions of tender document.
- 1.22** The contract of supply can be repudiated at any time if the supplies are not satisfactory.
- 1.23** No conditional tender will be accepted.
- 1.24** If approved tenderer fails and defaults to supply the items within the prescribed period the department shall be at liberty to arrange the supply from the second lowest tenderer, at the risk and cost of the defaulter. The difference shall be recovered from the defaulter. The EMD shall also be forfeited.
- 1.25** Sales Tax Registration and clearance certificate from the concerned Central and / or State Sales Tax Authorities.
- 1.26** In case of delay in the finalization of the contract for the next fiscal, the committee can authorize the lowest bidder of the running contract for extending the supply after the expiry of contract provided the committee justifies the reason thereof.
- 1.27** While all efforts have been made to avoid errors in the tender document, the bidders are advised to check the same carefully. No claim on account of errors detected in the tender document shall be entertained.

Submission of bid.

- 2.01. Only sealed tender specifying at the left top of the envelope **“Tender Document”** in bold letters and address **“Transport Commissioner, J&K Government, Jammu,** shall be accepted.
- 2.02. Only authorized and approved, manufactures/ Dealers/ Distributors/ Suppliers/ Vendors/ partners having experience should apply. The approved/ authorized, manufacturers/ distributors/ dealers/ suppliers/ vendors/ partners, must fill the tender form/ apply in their own name and they are required to enter into an agreement with the Department, if successful.
- 2.03. Late and delayed bids shall not be considered and may be returned unopened to the bidder.
- 2.04. The bids may be dropped in the box kept in Transport Commissioner’s office, Railhead Complex, Jammu. However, bidder may send the bids by registered post at his risk as the bids received after the due date and time fixed shall not be entertained.
- 2.05. The tenders shall be filled neatly/legibly in ink only. No additions, overwriting and alterations shall be made in the tender form.
- 2.06. The rates shall be F.O.R Transport Commissioner Office, J&K Railhead Complex, Jammu, inclusive of all the taxes, cess, octroi, toll, entry tax & delivery of the supply will be given at the premises of the Transport Commissioner’s office, Jammu. The rates quoted in the Bid shall be final with no scope to enhance the rates, at any stage, due to increase of any tax /cess etc or introduction of any new tax /duty/levy etc.
- 2.07. Tender forms not accompanied by EMD amount as mentioned will be rejected.
- 2.08. Full address of the firm/ Concern (bidder) with status -whether owned by single proprietor or a partnership of two or more, or a

private/public company be given by the tenderer. In each case, authorization letter/copy of attorney should be enclosed with the tender for justifying that the authorized person has signed the tender only, on the name of the company/ firm/ concern. The Attorney/ Agency can fill in the tender in the name of the firm/ company which further is authorizing the attorney/ agency but all the particulars in the bid must be in the name of participating firm/ concern (bidder) etc. which authorizing the attorney/ agency to sign on his behalf.

- 2.09. Tenders shall be opened in presence of the tenderers or their representatives on prescribed date by the purchase committee.
- 2.10 The tenderer should sign the tender form at each page at the end in token of the acceptance of all the terms & conditions of the tender & the agreement.
- 2.11. The bid is to be submitted in single envelope system containing the Technical aspects. The sealed envelope containing Technical bid will contain full information to judge pre-qualification viz **i)** experience of supply of items, individually or collectively, as mentioned in the N.I.T, **ii)** earnest money **iii)** In case, the tender document is **downloaded** from the website **www.jktrans.nic.in** and **www.jktenders.gov.in**, then a draft of Rs 1000/- payable in favour of Transport Commissioner, J&K shall also be enclosed in this envelope. This envelope shall be marked as Technical Bid-NIT No. -- --. **iv)** A sample of the item(s), carrying part number and other specifications as mentioned in the NIT, shall also be enclosed in this envelope. **v)** A duly attested affidavit to the effect that the bidder has not been blacklisted ever. **vi)** A certificate or proof to the effect that the bidder is an approved/ authorized dealer/ distributor/ supplier/ manufacturer/ vendor/ Partner, of items as specified in the NIT. **vii)** Copy of the **TIN** No.

The financial bid will be uploaded online by the bidder.

The above envelope must be sealed, bearing the address of Transport Commissioner and scribed with bold letters BID FOR SUPPLY OF MVD LICENSING MATERIAL (not to be opened before).

2.12 Payment Conditions.

- a) 90% payment shall be made only on receipt of material in full and on verification by the survey committee & store keeper with regard to the quantity/specifications of the material in full.
- b) Two-tier inspection of the material shall be conducted one at T.C Office level by the committee constituted and other at the level of RTO's/ARTO's.
- c) 10% payment shall be withheld and released on production of a satisfactory report from the technical expert of the Department.
- d) Bank draft charges shall be borne by the tenderer.
- e) No advance payment will be made.

3.0 Jurisdiction.

In case of any dispute, the decision of the Transport commissioner is final. All legal proceedings if necessity arises to institute any, by any of parties shall have to be lodged in courts situated in J&K State and not elsewhere.

Note: The purchase committee also reserves the right to ask for any information, material or document relevant to the bidding process, technical/ financial evaluation of bids etc. If the bidder fails to submit any documents asked for or furnish incomplete document, the Department may reserve the right to reject the quotation.

The selection of successful tenderer will be made on the basis of:

- i) Offers complying with the specification of all the items.

- ii) After verification of the MVD Licensing Material of respective firm/vendors, if required by the committee for appraisal of the same.

4.0 Checklist: -

The bidders are advised to fill in the checklist at Annexure III to confirm that the requisite formalities are attached. However, this checklist is suggested and not exhaustive, the bidders must go through the NIT and terms and conditions to ensure that all the relevant and requisite formalities, documents, material etc. have been attached with the bid.

Annexure-I

Application Form

(To be filled by the Bidder)

BID FORM

1.	Name and full address of Bidder including telegraphic Address/ Telex No/ Fax No.	
2.	Name and Designation of the Head of the FIRM/Supplier and its telephone No	
3(i).	Name and address of authorized/ approved supplier/ dealers/ distributors/ manufacturers/ vendors/ partner(s).	
3(ii)	Address and Telephone No of authorized person who may be contacted during the process of the purchase concerned under this document.	
4	The Total value of EMD	
5	Earnest money Deposited(Reply Yes or No)	
6	If yes, Number and Date and Name of Issuing bank.	
7	Validity of Tender	
8	Whether sample of items quoted submitted as per specifications of NIT.	
9	If Tender Condition are accepted in Full(Reply Yes or No)	
10	Copy of TIN No.	

Authorized Signatory

ANNEXURE -II

Date:

Tender Notice No:

To,

Transport Commissioner & Chairman
State Transport Authority, J&K, Jammu.

Sir,

Having examined the condition of Tender Documents and specifications of the items, the receipt of which is hereby acknowledged, we the undersigned offer to supply delivery of the following :-

S.No	Particulars	Type of Specification	Remarks

(Please add additional Pages, if required)

The above supply shall be in conformity with the specifications and Conditions of supply for sum of `...../Rupees in words.....only) we undertake if our tender is accepted to deliver the items quoted by us, we shall deliver within the periods of supply indicated in the tender.

We agree to abide by this tender and it shall remain binding upon us.

We are submitting a demand draft for `.....Rupees in words.....only) in favor of Transport Commissioner & Chairman State Transport Authority, J&K, Jammu, towards earnest money. This bid, together with your written acceptance thereof in your notification of reward shall constitute a tendering contract.

Date this.....day of.....2016

**Signature of Authorized person
With stamp & Full Signature**

ANNEXURE-III

CHECK LIST

S.No.	Item	Description	Yes/No	Remarks
1	Tender Price (Rs. 1000/-) in the form of Demand Draft.			
2	EMD of Rs. /-			
3	Sample as per the specifications quoted in the NIT			
4	Proof/ Authorization letter that the bidder is an approved manufacturers/ suppliers/ dealers/ vendors/ partner(s)			
5	Supporting documents of experience of each item.			
6	Undertaking to the effect that the bidder has not been black listed ever.			
7	TIN No. of the concern participating in the tender.			

Signature with SEAL