

# Armed Police Headquarters,

Jammu & Kashmir,  
Gulshan Ground, Gandhi Nagar, Jammu.

Phone : 0191 - 2450001

Fax : 0191 - 2457773

Email : [aphq@jkpolice.gov.in](mailto:aphq@jkpolice.gov.in)

P- (1/10)

Gist of e-NIT No. 03/2019 dated 27-02-2019

For and on behalf of the Governor of Jammu & Kashmir State, e-tenders in two cover system (Technical & Financial Bid) are hereby invited from the proprietors of registered printing presses/ firms for printing & supply of J&K Police Newsletter during the year-2019-20 as detailed out in Annexure-A to this e-NIT. The e-NIT consisting of qualifying information, eligibility criteria, Bill of Quantities (BOQ), Set of terms and conditions of the contract and other details can be seen/downloaded from J&K State e-procurement portal [www.jktenders.gov.in](http://www.jktenders.gov.in) from 27.02.2019 (1400 hours) to 19.03.2019 (1600 hours). Tenderers submitting their bids online shall only be accepted and no document other than those mentioned in the e-NIT shall be accepted manually.

The tenders (technical bids only) will be opened online on 22.03.2019 at 1500 hours at Armed Police Headquarters Gulshan Ground, Gandhinagar, Jammu. However, in case of unforeseen circumstances the date of opening will be next working day or as notified separately.

The detailed NIT, SBD and BOQ is available on JK State e-procurement portal [www.jktenders.gov.in](http://www.jktenders.gov.in). Any clarification if required can be sought on phone number 0191-2450001 and fax No.0191-2457773 of this Hqrs. from 27.02.2019.

Sd/-  
(S.J.M Gillani) IPS

Addl. Director General of Police,  
Armed, J&K Jammu.

No.APHQ/R&D-01/Tenders/2019/

Dated: -27-2-2019

28/2/19  
8508-11 26/2/2019

Copy to: -

01. The Director General of Police J&K Jammu for favour of kind information.
02. The Director Information J&K, Jammu along with 3 spare copies of gist of NIT for information with the request to arrange the publication of the Gist of NIT in two leading newspapers one each from Kashmir and Jammu Division and tender journals etc for wide publicity.
03. AIG Communication PHQ J&K for uploading the NIT on J&K Police News App.
04. SO IT PHQ J&K for information and with the request to upload the e-tender on JK Police website.
05. SO IT APHQ for uploading the tender notice on government portal.

(S.J.M Gillani) IPS

Addl. Director General of Police,  
Armed, J&K Jammu.

26/2/19  
26/2/2019

# Armed Police Headquarters,

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P-2/10

e-NIT No. 03 of 2019

Dated 27 -02-2019

(SBD)

1.	For and on behalf of the Governor of Jammu & Kashmir State, e-tenders in two cover system (Technical & Financial Bids) are hereby invited from the proprietors of registered printing presses/ firms for printing & supply of J&K Police Newsletter during the year 2019-20 as detailed out in Annexure-A to this e-NIT. The e-NIT consisting of qualifying information, eligibility criteria, Bill of Quantities (BOQ), Set of terms and conditions of the contract and other details can be seen/downloaded from J&K State e-procurement portal <a href="http://www.jktenders.gov.in">www.jktenders.gov.in</a> from 27.02.2019 (1400 hours) to 19.03.2019 (1600 hours). Tenderers submitting their bids online shall only be accepted and no document other than those mentioned in the e-NIT shall be accepted manually. The tenders (technical bids only) will be opened online on 22.03.2019 at 1500 hours at Armed Police Headquarters Gulshan Ground, Gandhinagar, Jammu. However, in case of unforeseen circumstances the date of opening will be next working day or as notified separately.
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2.	Particulars	Details
a.	Date of commencement of downloading of tender document/ NIT	The NIT can be seen/downloaded from J&K State e-Procurement Portal <a href="http://www.jktenders.gov.in">www.jktenders.gov.in</a> from 27.02.2019 at 1400 hours.
b.	Last date and time for submission of online bids.	Bids should be submitted online by or before 19.03.2019 upto 1600 hours.
c.	Time/ date and place of online opening of technical bids only	22.03.2019 at 1500 hours at J&K Armed Police Headquarters Gulshan Ground Jammu.
d.	Validity of the tender offer	Upto 31.03.2020

3.	<b>Tender fees: -</b> The tender fees has been fixed as ₹200 only for SSI unit of J&K State in the shape of scanned copy of treasury challan deposited into State Govt. treasury under object head 0055-Police and the same is non-refundable. Treasury Challan should compulsorily mention (i) Name of the firm (ii) Tender No. (iii) Date of opening of tender.
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4.	<b>Earnest Money Deposit (EMD): -</b> Tender must be accompanied by a scanned copy of CDR of ₹5000/- (on account of EMD) earnest money pledge to Staff Officer to ADGP Armed J&K without which tenders will not be considered. The amount shall be deposited in the shape of Call Depositor Receipt (CDR)/ FDR/ TDR/ Bank Guarantee of any Nationalized Bank valid till 31.03.2020.
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However, all participating tenderers would upload scanned copy of the requisite EMD instrument with the tender. The earnest money will be released to unsuccessful tenderers within one month of the final acceptance of the tender whereas in case of successful tenderers original EMD shall be obtained before awarding the contract and it will be treated as a part of security deposit. No interest shall be payable by purchaser on the EMD deposited by the tenderer. The original CDR/ FDR/ TDR/ Bank Guarantee shall be sent by post or delivered by hand by the successful tenderers to the Staff Officer to ADGP Armed J&K before award of contract in pursuance to Government Order issued under No.OM No.A/24(2017)/651 dated 07.06.2018. The postal address is as under: - APHQ J&K Gulshan Ground Gandhi Nagar Jammu (from November to April) and APHQ J&K Batmaloo Srinagar from May to October. J&K Government rules with regard to furnishing of EMD in respect of local registered SSI units of J&K State shall be applicable. For the purpose, SSI Unit shall have to furnish registration certificate after issuance of the tender document with their tender offer failing which their tender would be rejected

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| 5.  | Rates quoted by the firms should be on firm price basis   |
| 6.  | Firms shall clearly indicate different taxes, duties, charges which they propose to charge as per the format of bill of quantity (BOQ) available with the e-Tender. <b>Moreover, online generation of financial comparative (BOQ) chart is of indicative nature only and not conclusive. The detailed financial comparative (BOQ) chart shall be worked out by department and will be upload on the website for general information of all tenderers.</b>   |
| 7.  | The approved firm shall be deemed to have fully understood the conditions, specifications and in case of any doubts may seek clarification.   |
| 8.  | No conditional tender will be accepted/ entertained and shall be out rightly rejected. No other condition than those mentioned in the terms said forth will be entertained:   |
| 9.  | Purchasers reserves the right to get the credentials of all the firms re-verified irrespective of the registration status.  |
| 10. | Purchasers reserves the right to cancel/ reject or scrap any or all the tenders without assigning any reasons thereof. Reasonable logical descriptions with the purchaser shall remain intact for safe guarding the government interest.  |
| 11. | <p><b>Two bid system:</b><br/>           The tenders shall comprise of two bid system<br/>           a) Envelope - 1 = Technical bid<br/>           b) Envelope - 2 = Financial/ Price bid<br/>           All the tenderers are required to submit their offers in two covers as under: -<br/>           A. Envelope - 1 (Technical bid) comprising scanned copies of following documents in PDF format are to be uploaded online.<br/>           i) Tender documents of all pages duly completed and signed but without indicating the rates quoted.</p> |

	<ul style="list-style-type: none"> <li>ii) Self-attested scanned copy of instrument of Earnest Money. Original be sent through speed post or delivered by hand.</li> <li>iii) Self attested scanned copy of instrument tender fee. Original be sent through speed post or delivered by hand.</li> <li>iv) Self attested scanned copy of valid Pan card.</li> <li>v) Registration certificate of being an SSI Unit.</li> <li>vi) Scanned coy of the e-NIT, all pages duly signed and stamped by the tenderer in token of having understood and accepted the specifications, terms and conditions of the e-NIT.</li> <li>vii) Checklist for tenderers as per appendix-1.</li> <li>viii) Any other relevant document which the firm wishes to submit</li> </ul> <p>B. Envelope – 2 (Financial/ Price Bid) should contain the following document and be uploaded online only as per the bill of quantities (BOQ) of the e-NIT:</p> <ul style="list-style-type: none"> <li>i) Rate quoted by the firm which should be on firm price basis as per bill of quantities (BOQ) of the e-Tender to be downloaded from the website and rates should be carefully quoted offline and then uploaded. The zero basic cost quoted for any item in BOQ will be treated as Nil quoted.</li> <li>ii) Rates quoted shall be valid upto 31.03.2020.</li> </ul>
12.	On due date of online opening of tenders i.e 22.03.2019 evaluation process will start. Those who qualify the technical bid will be informed online with the announcement of financial bid opening date.
13.	As soon as the acceptance of tenders is communicated to the successful tender online, the contract shall be binding on him. The Earnest Money of the tenderer who backs out or withdraw his tender or fails to abide by it after acceptance thereof, shall be forfeited.
14.	The authority reserve absolute powers to reject or accept any tender or part thereof without assigning any reason and without any obligations. Any clause incorporated in the tender (Not conforming to the e-NIT in any manner) shall make such an offer liable for rejection. Therefore, all the terms and conditions of the tender notice including technical specifications shall be carefully studied for the sake of complete and comprehensive tender. Failure to comply with any of the conditions stipulated herein above or instructions or the offer with in sufficient particulars/ documents shall lead to outright rejection of the tender.
15.	If after the award of contract/ placement of orders, the tenderers backs out or failed to execute the contract/ work order, the EMD will be forfeited.
16.	If the successful tenderer fails to execute the contract within the stipulated period as specifically mentioned in the supply order, the department shall be at liberty to re-tender or otherwise at his risk and cost.
17.	The department may give 15 days notice to the approved bidder in writing to make the loss good.
18.	All legal proceedings arising out of any dispute between the parties shall have to be settled in the courts situated in Jammu & Srinagar and not elsewhere.
19.	It shall be incumbent upon the supplier to execute the work order, in conformity with the provisions as provided in e-NIT.

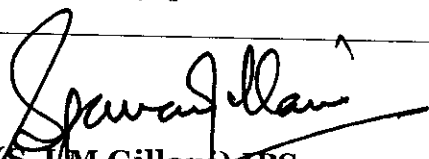
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20.	The approved tenderer shall not sublet the contract or any part thereof to any other agency.
21.	The department reserves the right to add or suitably modify the terms and conditions at any stage before the offers are received/ last date for submission of bids as per exigencies and hence above conditions shall not be construed as all inclusive.
22.	The detailed NIT, SBD and BOQ is available on J&K State e-procurement portal <a href="http://www.jktenders.gov.in">www.jktenders.gov.in</a> . In case of any clarification please contact on phone number 01912450001 and fax No.0191-2457773 from 27.02.2019
23.	The hardcopy of tender (Technical Bid) should be properly sealed in the envelope and duly marked as " <b>Tender for Printing of J&amp;K Police Newsletter</b> " for the year 2019-20, addressed to Addl. Director General of Police Armed J&K Gulshan Ground Gandhinagar Jammu.
24.	The hardcopy of tender (Technical Bid) shall reach this office by or before 20 March, 2019 upto 1600 hours through Registered post/ Speed post/ Courier or by hand. Any tender received after due date and time shall not be accepted or any postal delay shall not be responsibility of the department.
25.	The tender (Technical Bid) shall be opened on 22 March, 2019 at 1500 hours in presence of intending Tenderers/ Bidders or their representatives, if they wish to attend on the scheduled date and time, in the office of Armed Police Headquarters J&K Gulshan Ground Gandhi Nagar Jammu.
26.	The price Bid of only those tenderers shall be considered whose Technical bid is declared successful/ qualified.
27.	The samples of items mentioned in the BOQ can be seen on any working day from 27.02.2019 to 19.03.2019 upto 1600 hours in the office of ADGP Armed Police Headquarters J&K Gulshan Ground Gandhi Nagar Jammu.
28.	The supplier shall supply the items strictly in accordance within the approved quality and specifications as shown in BOQ, to the Armed Police Headquarters J&K within Ten (10) days from the date of issuance of supply order. The requirement shown in the BOQ can be increased/ decreased as per need of the department.
29.	The rates tendered should be FOR destination i.e Armed Police Headquarters J&K Gulshan Ground Gandhi Nagar Jammu (from November to April 2019) and Armed Police Headquarters J&K Batmaloo Srinagar (from May to October 2019). The rates quoted should include all taxes and levies. No carriage charges for transportation of goods shall be entertained by the Department.
30.	The earnest money in case of unsuccessful tenderer shall be refunded after final decision/ acceptance of the contract within a period of one month, whereas in case of successful tenderers, it shall be treated as the part of security deposit and will be released only after successful completion of the contract.
31.	Payment shall be made after material is received in full in APHQ subject to the availability of funds. No advance payment shall be made for execution of job order.

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32.	The material not confirming to the specifications and requirements of the department shall be rejected and no payment shall be made for the supplies.
33.	The tenderer shall sign the tender on each page and at the end in token of acceptance of all the terms and conditions of the tenderer.
34.	The rates of the firm approved and accepted by SLPC / APHQ will remain in force for one year from 01.04.2019 to 31.03.2020.
35.	Rates offered by the successful tenderers and acceptance of which is communicated to them, will under no circumstances be enhanced at any stage during the period of contract awarded to L1 firm.
36.	Rates offered once in the tender shall be treated as final and irrevocable and any later addition and intimation will not be entertained.
37.	Addl. Director General of Police Armed J&K (Chairman) reserves the right to accept or reject any or all tender or any part of it without assigning any reason thereof.

o/c

  
 (S.J.M Gillani) IPS  
 Addl. Director General of Police,  
 Armed, J&K, Jammu

No.APHQ/R&D-01/Tenders/2019/26/2/2019  
 Dated: -27-2-2019  
 8508-11 26/2/2019

**Copy to: -**

01. The Director General of Police J&K Jammu for favour of kind information.
02. SO IT PHQ J&K for information only.
03. SO IT APHQ for information and with the request to upload the e-Tender on J&K State e-procurement portal [www.jktenders.gov.in](http://www.jktenders.gov.in) uploading the tender notice on government portal.

/  
 (S.J.M Gillani) IPS  
 Addl. Director General of Police,  
 Armed, J&K Jammu.

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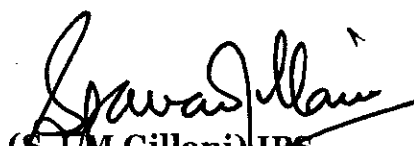
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Annexure-A to e-NIT No. 03/2019 dated 27-02-2019

S. No	Name of the Newsletter	Quality of printing	Size /Shape	Frequency	No of pages	Specifications of Inner Pages /Cover Pages and Binding of Newsletter.	Quantity
1.	J&K Police Newsletter	Four / Multi Colour	(22 cms x 28 cms) / Portrait type	Printing & Supply of Monthly or Bi-Monthly or Quarterly or Half yearly or Annually or Special issue depending upon availability of material for the year 2019 - 2020.	4 pages or multiple of 4 in English including Urdu page / (s) containing coloured photographs as per availability of material.	a. Inner pages on Imported Art paper of 130 GSM. b. Cover pages on Imported Art Card Paper of 220 GSM with lamination. c. Binding: Centre stapler pinning.	1200 Copies

  
(S.J.M Gillani) IPS  
Addl. Director General of Police,  
Armed, J&K Jammu.  
26/2/2019

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Annexure-B to e-NIT No. 03/2019 dated 27-02-2019

### Undertaking/ Letter of Acceptance

Sir,

1. I/ We do agree for all clauses, terms and conditions of the tender documents.
2. I/ We agree to abide the contract to Print and supply the Newsletter within 10 days from the date of receipt of the supply order.
3. I/ We do declare that no legal/ financial irregularities involving the proprietor/ partner of the applicant(s) firm are pending.
4. I/ We declare that our financial position is sound and we are competent to execute the contract.
5. I/ We declare that we will not ask/ expect any financial assistance from the Government of Jammu & Kashmir State.

In acceptance  
(Signature and Seal of the Tenderer)



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Appendix-1 to e-NIT No. 03/2019 dated 27-02-2019

## General instructions/ Checklist for tenderers.

Before submission of the tender documents, the tenderers should check, whether they have complied with the following requirements or otherwise: -

S. No	Requirement to be checked before submission of the Tender	Compiled (Please indicate Yes or No) after complying with the requirement
1.	The tenderers for their own ease shall fill in relevant details of NIT offline and upload the same after ensuring accuracy.	
2.	Whether tender fee scan copy is enclosed with the technical bid?	
3.	Whether Earnest Money Deposit (EMD) scan copy is enclosed with the Technical Bid.	
4.	If an SSI unit of J&K State, the same is indicated in the tender and scan copy of the valid registration/ functional certificate is enclosed or not?	
5.	Whether list of the quoted items with name make model and catalogue/ brochures of the quoted items are uploaded with the technical bid?	
6.	Whether scanned copy of the undertaking/ letter of acceptance are uploaded in the technical bid duly signed having official seal on all pages or not? However, the quoted item may also be tagged?	
7.	Whether tender documents are submitted in two bid system i.e Technical and Financial Bids separately as per tender enquiry or not?	
8.	Whether offer validity as required in tender enquiry is accepted and indicated in your tender document or not?	
9.	Whether terms of delivery and period as required in tender enquiry is accepted and indicated in your tender document or not?	
10.	Whether payment terms as required in the tender enquiry is accepted and indicated in your tender document or not?	
11.	Whether compliance statement in the format as required in tender enquiry is	

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	enclosed with the supporting catalogue/ brochures?	
12.	Whether indicated in the tender document, if your firm business dealing is banned by any Govt./ Private agency or recommended for blacklisting or not?	
13.	The complete commercial quote should be in Indian Rupees only. Currency of price should be clearly mentioned (Wherever applicable)	
14.	No column should be left blank. Wherever amount is not quoted, the column should be clearly marked as NIL.	

S. No	Sensitive documents part of Technical Bid	Non Sensitive documents
1.	GST Registration Certificate	Performance statement of two years
2.	SSI Unit – Registration Certificate (Local SSI Units of J&K State only)	Government supply orders for the same, if any
3.	SSI Unit – Functional Certificate (Local SSI Units of J&K State only)	Income Tax clearance certificate
4.	Scanned copies of EMD and Tender Fee	
5.	Scanned copy of NIT duly signed and sealed	

**Signature & Seal of the Tenderer**