



**JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION,
RESHAM GAHR COLONY, BAKSHI NAGAR, JAMMU.**

**TENDER NOTICE
DATED: 13.02.2012**

1. Sealed Tenders affixed with Revenue Stamp of Rs.5/- (Rupees five only) are invited for the supply of below mentioned items for the J&K Public Service Commission.

<u>S. No.</u>	<u>Item</u>	<u>Quantity required</u>
(i)	File Cover with logo and address Of J&K Public Service Commission	3000 Nos.
(ii)	Cloth lined Envelops:-	
	(a) 12"x9.5"	1500 Nos.
	(b) 10.5"x5.5"	1500 Nos.
	(c) 16"x12"	1500 Nos.

The requirement which is tentative is likely to increase.

2. Tenders are to be submitted on prescribed Tender Forms which can be obtained from the office of the FA/CAO, J&K Public Service Commission, Resham Garh Colony, Bakshi Nagar, Jammu on payment of Rs.50/- in cash or a demand draft in favour of Secretary, J&K Public Service Commission which will not be refunded. Specifications, size make, sample patent quality and quantity etc, as mentioned above can also be confirmed from the Commission's office by each tenderer before submitting his/her tender.
3. Tenders must be submitted in properly sealed double envelopes.
4. Duly marked Tender for supply of above items should be addressed to the Secretary, J&K Public Service Commission and should reach this office on or before 21.02.2012 (3.00 P.M). The sealed tender should be handed over personally at the above office and a receipt obtained by hand. The tenders will be opened on 24.02.2012 by the Committee headed by the Secretary or an officer duly authorized by him in the presence of any intending suppliers or their representative who may wish to be present.
5. The Commission is not bound to accept the lowest tender any may reject any tender or any part of the tender without assigning any reason there for.
6. Intending tenderers shall have to deposit earnest money of Rs.2000/- (Rupees two thousand only) as CDR pledged to Secretary, J&K Public Service Commission without which tenders will not be considered. The earnest money will be refunded to unsuccessful tenderers within one month of the final acceptance of the tender.
7. Rates should be quoted for the type of articles specified above in case of offer for alternative articles, full specification, make patent, size, drawing etc, which should be furnished along with the rate.
8. Tenders received after the prescribed time and date will be rejected.

9. The requirement is tentative and may change from time to time.
10. The detailed terms and conditions as per Form F.C 31-A of Jammu and Kashmir Financial Code Volume-II will apply and the same are also available on the Commission's website under tenders.
11. The Tenderers should be duly registered with the J&K Commercial Taxes Department under the VAT Act and copy of TIN allotted by the Department should be enclosed with the tender.

Secretary,
J&K Public Service Commission

No: PSC/Adm/Stationery/60/98-99

Dated: 13.02. 2012.

Copy to the:-

1. Director, Information Department, Jammu for publication of Tender Notice in leading dailies of Jammu and Srinagar Cities.
2. General Manager, Government Press, Jammu/Srinagar for publication in the Government Gazette.
3. FA/CAO, J&K Public Service Commission.
4. PA to Secretary, J&K PSC for information of the Secretary.
5. I/C Computerization, J&K PSC along with the copy of the terms and conditions for hoisting on the website.
6. Notice Board, J&K PSC, Jammu/Srinagar.
7. Office file/Order file.