



**JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION**  
**RESHAM GHAR COLONY, BAKSHI NAGAR, JAMMU.**  
**([www.jkpsc.org](http://www.jkpsc.org))**

**TENDER NOTICE**

**NIT No: PSC/Adm/34/2012**

**Dated: 30-03-2012**

- I. Sealed Tenders affixed with Revenue Stamp of Rs. 5/- (Rupees Five only) are invited from the original manufacturers/ authorized dealers for the supply of Heavy Duty Paper Shredders to the J&K Public Service Commission as per the following specifications :-

**Heavy Duty Paper Shredder**

<b>Feature</b>	<b>Specifications</b>
Shred Capacity 70 gsm A4 Size	Minimum 120 pages
Shredding Speed	Minimum 8 Meters/minute
Feed Width	Minimum 420 mm
Paper cut output	Cross cut
Overload Protection	Yes
Overheat Protection	Yes
Auto Reverse	Yes
Noise Level	Minimum
Paper Cut output Holding	Large Waste Bin
Working Cycle	Continuous
Motor Start/ Off	Online Starter
Shredding Application	Paper, Paper Clips, Staples, CD/Floppy , etc.
Voltage	Maximum 420 Volts
Wattage	Maximum 4 kw
Warranty	3 Years on machines and 5 Years on Cutters.

**No. of equipment required = Two**

- II. Tenders are to be submitted on prescribed Tender Forms which can be issued on an application to be provided by the FA/CAO, J&K Public Service Commission, Resham Ghar Colony, Bakshi Nagar, Jammu on payment of non-refundable amount of Rs. 500/- in cash or a demand draft in favour of the Secretary, J&K Public Service Commission. Tender Form is also available on the official website of the J&K Public Service Commission at (<http://www.jkpsc.org>) under the link Tenders. The Tenderers downloading the Tender Form from the Commission's website shall have to enclose a demand draft of non-refundable amount of Rs. 500/- with the Tender on account of cost of Tender Form.
- III. Specifications, size, make, sample, patent quality and quantity etc. are as mentioned herein above which can also be confirmed from the Commission's office by each tenderer before submitting his tender.
- IV. Tenders must be submitted in properly sealed double envelopes; duly marked Tender for supply of PAPER SHREDDER addressed to the Secretary, J&K Public Service Commission,

Resham Ghar Colony, Jammu and should reach the office on or before **20/04/2012** (05:00 P.M.). The sealed tender can be handed over personally at the above office against a proper receipt. The Tender Forms can also be mailed on the above address through registered post. The Tenders will be opened on or after **20-04-2012** at 03.00 P.M. by the Committee headed by the Secretary or an officer duly authorized by him in this behalf in the presence of any intending tenderer or his representative who may like to be present.

- V. The Commission is not bound to accept the lowest tender and may reject any tender or any part of the tender without assigning any reason of thereof.
- VI. Intending Tenderers shall have to deposit earnest money equivalent to 2% of the bid value of the item as Call Deposit Receipt pledged to Secretary, J&K PSC , without which tenders will not be entertained. The earnest money will be refunded to unsuccessful tenderers within one month after the final acceptance of the Tender.
- VII. 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. should be furnished along with the rate.
- VIII. Tenders received after the prescribed time and date will not be entertained.
- IX. 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.
- X. The Tenderer should be duly registered with the Commercial Taxes Department under the VAT Act and copy of the TIN allotted by the Department should be enclosed with the Tender.
- XI. The Tenderer shall have to enclose with his Tender a certificate issued by the Principal Manufacturer to the effect that the Tenderer is an authorized dealer of the concerned manufacturer/Company/ Firm.
- XII. The Tenderer shall quote make, model, full description along with detailed technical specification of the product being quoted.
- XIII. The bid shall remain valid for a period of 03 months from the last date of opening of Tenders and the supply order shall be issued within this period if not otherwise.
- XIV. The successful Tenderer shall have to supply the product within a period of 15 days from the date on which the supply order is issued.
- XV. In case of delay in supply, a penalty up to 10% of the cost of the product may be imposed at the discretion of the Secretary, J&K PSC.
- XVI. The 95% of payment shall be made on proper delivery and successful installation / functioning of the product and balance 5% shall be released after 06 months on the satisfactory performance of the product.

Sd/-  
Secretary  
J&K Public Service Commission  
Jammu.

Copy to:-

1. Director General of Supplies and Disposals, Govt. of India, Jeevan Tara Building, 5, Parliament Street, New Delhi – 110001.
2. Commissioner/Secretary to Govt., General Administration Department, Civil Secretariat, Jammu.

3. Director, Information Department, J&K Govt. , Jammu for providing mass publicity to the GIST of Tender in leading dailies.
4. The Manager, Govt. Press, Jammu for publication of Tender Notice in Government Gazette.
5. The SIO, National Informatics Centre, J&K for getting the Tender Notice uploaded on the National Portal of the NIC (<http://www.tenders.gov.in>).
6. I/C Computerization, J&K PSC for uploading the Tender Notice on the official website of the Commission.
7. I/C Website, General Administration Department for uploading the Tender Notice on the Official Website of the GAD.