

**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH**  
**LADAKH AUTONOMOUS HILL DEVELOPMENT COUNCIL, LEH**  
**OFFICE OF THE DEPUTY SUPERINTENDENT, STATIONERY DEPOT, LEH**  
Tel. no. 01982-255858, fax no. 01982-255858

**NOTICE INVITING e-TENDER**

**E-NIT No. 04 OF 2022**

**Dated: - 10.01-2022.**

For and on behalf of Lt. Governor, UT Ladakh, e-Tenders are invited from Registered Supplier/Original Manufactures/Authorized Distributors/Stockiest and those firms/dealers who are either registered by those who are dealing with the supply of "Stationery Items" which is required for the departments of Leh District. The tender will come in force w.e.f. 10.01.2022 by 03:00PM.

**The detail of items is enclosed at Annexure "A".**

1. The bidding documents, bill of quantities (BOQ), set of Terms & Conditions of the contract and other details can be seen/ downloaded from the website [tenders.ladakh.gov.in](http://tenders.ladakh.gov.in) as per the schedule of dates given below:

i)	Date of issue of Tender Notice	10/01/2022
ii)	Date of publishing of Tender Notice	10/01/2022 (3:00 PM)
iii)	Period of downloading of bidders documents	10/01/2022 (3:00 P M) To 02/02/2022(03:00PM)
iv)	Online bid submission date of start	10/01/2022 (03:00PM)
v)	Online submission end date	02/02/2022 (03:00PM)
vi)	Date of receiving the hard copies of CDR, DD, and Affidavit in original & attested copies of other documents.	10/01/2022 (03:00PM) To 02/02/2022 (03:00PM)
vii)	Date of opening of the tender	03/02/2022 12.00 or any Other date convenient to DPC, Leh.

3. To participate in the bidding process, the bidder has to get "Digital Signature Certificate" as per Information Technology Act 2000.
4. The Bidders has to submit their bids online in electronics formats with digital signatures. No financial bid shall be accepted in Physical form.
5. The Financial bid will be open after the verification of the simples by the committee.
6. Earnest Money Deposit in the form of CDR amounting to **Rs, 51,000/-** (Rupees Fifty one thousand only) for general in favour of Deputy Commissioner/CEO, LADHC, Leh (Chairman, District Purchase Committee, Leh). The SSI units and MSME registered units shall be exempt.
7. The bidder has to submit the original CDR and Affidavit along with the other attested documents submitted online to the tender opening authority as well as by registered post/ through courier or by hand within the stipulate time frame. In case of failure the tender shall be deemed to be null and void.
8. The bidder must quote rates for item in the prescribed Bill of Quantities (BOQ) available on the website.
9. The department will not be responsible for any delay in online submission due to any reason
10. The interested bidders are advised to go through the terms & conditions (enclosed) carefully before submission of the tender.
11. The bidders are directed to upload neat & clean attested copies of all the documents.
12. The tender has to be submitted under two cover system.



**A. COVER 1<sup>st</sup> (Technical Bid) :**

Bidder must ensure to upload copies of the following documents:

1. Scanned copy of EMD pledged to Deputy Commissioner (Chairman, DPC) Leh.
2. Scanned Copy of GST Registration Certificate.
3. Scanned Copy of latest GST return certificate..
4. Scanned Copy of registration Certificate issued by the concerned authority.
5. Scanned Copy of Registration Certificate obtained from District Industries Centre Concerned ( In case of SSI and MSME registered unit.
6. Scanned Copy of affidavit.
7. Scanned Copy of e-mail id / Contact No. on a plain paper.

**B. Cover 2<sup>nd</sup> (Financial Bid) :**

I. Rate to be submitted by the bidders in the bill of quantity (BOQ) only.

**C.** On receipt of the sealed tender documents, the Technical bid will be opened in the first instance by the District Purchase Committee in presence of the tender(s) or their authorized representative(s) who wish to be present on the occasion. On finalization of the technical bid by the Committee, the Financial Bid in respect of those tender shall be opened who have qualified the technical bid on the same day or any other day convenient to the committee.

**D.** The contract shall remain current for one year from the date of issuance of the contract.

**E.** The Deputy Commissioner (Chairman, District Purchase Committee) Leh reserves the right to accept or reject any tender without assigning any reason thereof.


**Terms & Conditions**

1. The interested bidders shall carefully examine the conditions of tender and in case of any doubt the bidders shall get it clarified before signing the contract.
2. The interested bidders who shall apply should have complete documentary formalities which are prescribed and mandatory as per the NIT terms and conditions.
3. Tender not confirming with the requirements will be rejected and no correspondence thereof shall be entertained.
4. No conditional tender shall be entertained /accepted.
5. The technical bid besides CDR drawn on any Nationalized Bank/J&K bank pledged to the Deputy Commissioner (Chairman, District Purchase Committee) Leh should consist of other documents as per the conditions laid down in the NIT.
6. The successful bidder has to deposit 3% of the total value of supply order as security deposit in this office before the award of contract.
7. The tender have to furnish an affidavit duly attested by Magistrate that he has never been blacklisted in the State.
8. The District Level Purchase Committee reserves the right to accept or reject any tender without assigning any reason and does not bind itself to accept the lowest tendered rate. The DPC reserves the right to accept or approve even the higher rate on the basis of quality of the goods to be supplied.
9. The rates should be inclusive of **GST, excise duty, octroi, toll tax, freight, loading, unloading, handling and all other incidental charges.**
10. The rates must be quoted **FOR Leh District.**
11. In no case the price escalations shall be allowed /considered during the period of the contract.
12. The quantity mentioned in the tender document may increase or decrease as per the availability of funds and other related variations.
13. Samples will be sought where felt necessary and the same should be kept in readiness, so that same can be provided to the purchase committee, as and when asked, within a period of five days failing which the offer will not be considered .The sample will remain in the custody of the department at any place as per their convenience till the supplies are received in full and verified thereafter.
14. The successful tender shall have to arrange the complete supply as given in supply order. The quantities shown in the e-Tender document are approximate and vary as per actual requirement. The successful tender should start the supply within 5 days from the issuance of supply order. However, extension of supply period can be allowed by the Deputy Commissioner, Leh in case he is satisfied of the reason being beyond the control of the approved supplier in any particular case.



**Annexure "A"\  
LISTS OF THE STATIONERY ITEMS**

<b>S. No.</b>	<b>Name of the articles</b>	<b>Quantity</b>
1	Blank Register (120 Pages, size 21x33cm) (Superior quality)	1000 Nos
2	Blank Register (144 Pages size 21cmx33cm) ( Superior quality.)	1000 Nos
3	Ball Pen set ( Packet of 10 Pen Blue )Light weight ball pens pressure free & fine writing/ pen with grip(.Superior)	2000 Nos
4	File Cover (Printed with name and Emblem) (Superior quality)	3000 Nos
5.	Dust Bin Plastic (10 liters capacity superior quality (15x15x6CM)	500 Nos
6	Paper Tray Blue/Red of superior quality(27x22x6CM)	500 Nos
7	Photo state paper A-4(75GSM)(Superior quality)	3000 Reams
8	Lock Big (65mm 3key steel Double locking 8 lever for door/gate(12x6.5x4m (Superior quality)	500 Nos
'9	Duster cotton(24x24 Inch) (Superior quality)	2000 Nos

  
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**Deputy Superintendent,  
Stationery Depot, Leh.**