



जम्मू एवं कश्मीर ग्रामीण बैंक
JAMMU AND KASHMIR GRAMEEN BANK
Scheduled Bank Owned by Government

REQUEST FOR SEALED QUOTATION
FOR SHIFTING OF PRINTED
STATIONERY & OFFICE EQUIPMENT

(A) DISCLAIMER

The information contained in this RFQ document or any information/documents provided subsequently to bidder(s) whether verbally or in documentary form by or on behalf of the Bank is provided to the bidder(s) on the terms and conditions set out in this RFQ document and all other terms and conditions subject to which such information is provided. This RFQ is neither an agreement nor an offer and is only an invitation by Bank to the interested parties/Bidders for submission of bids. The purpose of this RFQ is to provide the bidder(s) with information to assist the formulation of their proposals. While effort has been made to include all information and requirements of the Bank, this RFQ does not claim to include all the information each bidder may require. The Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFQ. The Bank may in its absolute discretion, but without being under any obligation to do so, update, amend, supplement or annul the information in this RFQ.

(B) BRIEF ABOUT JAMMU AND KASHMIR GRAMEEN BANK

“Jammu and Kashmir Grameen Bank”, a Regional Rural Bank created by amalgamation of J&K Grameen Bank and Ellaquai Dehati Bank by Government of India while exercising power conferred by Sub-Section (1) of section 23(A) of the Regional Rural Bank's Act, 1976 (21 of 1976) vide notification dated 05th April 2025, issued by Ministry of Finance, Department of Financial Services, published in Govt. Gazette on 07.04.2025, which came into effect on and from 01.05.2025, having its Head office at Narwal, Jammu, Pin-180006, Jammu and Kashmir, hereinafter referred to as the “Bank”.

Detailed information about Jammu and Kashmir Grameen bank is available at Banks website
www.jkgrameen.bank.in

(C) OBJECTIVE OF RFQ

Jammu and Kashmir Grameen Bank invites sealed quotations from eligible and reputed bidders for the Shifting of Printed Stationery, Steel Racks, Steel Almirahs and Fire-Resistant Filing Cabinets, etc from Jammu and Kashmir Grameen Bank, Head Office, Narwal, Jammu – 180006 to Jammu and Kashmir Grameen Bank Branch Office, Shakti Nagar, Tehsil & District Jammu – 180001.

(D) SCHEDULE FOR REQUEST FOR QUOTATION PROCESS:

RFQ Ref. No.	JKGB/GAD /2025-26/6674 Dated : 10-12-2025
Scope of Work	REQUEST FOR SEALED QUOTATION FOR SHIFTING OF PRINTED STATIONERY & OFFICE EQUIPMENT
Mode of Quotation Submission	Offline
Contact details for correspondence regarding this RFQ	Mr. Vivek Bhardwaj General Administrative Department, Jammu and Kashmir Grameen Bank Head Office, Narwal-180006, Jammu E-mail: stationery.hoj@jkgb.in Contact No. 7006175478/9797127377
Quotation Type	Sealed
Base Currency	INR (₹)
Last date and time for submission of RFQ	20.12.2025, upto 12:00 Noon
Address for submission of RFQ along with documents and sample ream	The General Manager, Jammu and Kashmir Grameen Bank, Head Office, Near Fruit Complex Narwal 180006, Jammu
Date of opening of Sealed Quotations	20.12.2025 At 3:00 PM

(E) SCOPE OF WORK: The work involves the shifting of printed stationery and office equipment (including wooden blocks, Godrej steel racks, Godrej steel almirahs, Godrej fire-proof cabinets, etc.) which are currently placed in the Basement and Ground Floor of the Head Office Building and are required to be shifted to the Ground Floor of the Shakti Nagar Branch.

The successful L1 (lowest) bidder shall be responsible for loading, unloading, shifting, aligning, and properly setting all items at the Shakti Nagar Branch strictly as per the directions and requirements of the Bank. The complete arrangement and placement of all items at the destination location shall be the sole responsibility of the successful L1 (lowest) bidder.

(F) ESTIMATED LIST OF ITEMS TO BE SHIFTEDED:

Godrej Steel Racks – 52 Nos.
Godrej Fire-Resistant Filing Cabinets – 5 Nos.
Steel Almirahs – 3 Nos.
Wooden Blocks
Printed Stationery Items

(G) TERMS AND CONDITIONS OF THE RFQ

- a. **Before quoting the price, the bidder or its authorized representative shall mandatorily visit the Head Office and Shakti nagar Branch building to inspect the items, assess the weight and number of bundles, verify loading/unloading conditions, aligning the racks/almirah/fire proof cabinets and determine the appropriate type of vehicle in accordance with traffic advisories and space availability. The Bank shall not be responsible for any claim during shifting regarding weight, volume, or any related issue raised by the bidder.**
- b. The bidder should **sign & affix his/her firms stamp on each page of the RFQ** and all its related documents as the acceptance of the offer made by the Bidder will be deemed as a contract and a formal agreement will also be drawn regarding the contract.
- c. The sealed envelope along with sample ream should be superscribed as: **“RFQ for FOR SHIFTING OF PRINTED STATIONERY & OFFICE EQUIPMENT”** along with the name and contact details of the bidder.
- d. Sealed quotations must reach the Head Office, Narwal, Jammu **on or before 20.12.2025 (up to 12:00 Noon)**. Incomplete RFQs, quotations with cutting/overwriting, or late submissions shall be rejected.
- e. Quotations may be submitted by post or by hand.
- f. The Bank reserves the right to accept or reject any or all quotations without assigning any reason.
- g. The Bank reserves the right to **blacklist any bidder** for unsatisfactory performance or violation of contract terms.
- h. Payment will be released **within 15 days** after satisfactory completion of work, after deducting applicable TDS and TDS GST (2% + 2%).
- i. The contract shall be awarded to the **L-1 bidder (lowest rate)**.
- j. The bidder shall not assign or sublet any part of the contract.

- k. The successful L1 (lowest) bidder shall complete the work within one week from commencement. L1 (lowest) bidder responsible for safe handling, Damages during shifting shall be borne by L1 (lowest) bidder.
- l. The successful L1 (lowest) bidder shall submit the invoice inclusive of GST with seven days after competition of work. Invoice without inclusive of GST shall not be accepted.
- m. The sealed envelope should be addressed to "The General Manager, Jammu and Kashmir Grameen Bank Head Office, Near Fruit Complex Narwal-180006, Jammu".
- n. Clarifications if any, may be sought from General Administrative Department of Jammu and Kashmir Grameen Bank, Head Office at stationery.hoj@jkgb.in
- o. The Contract, its meaning and interpretation and the relation between the parties shall be governed by the applicable laws of the Union of India read with local laws of UT of Jammu & Kashmir and the Firm shall agree to submit to the courts under whose exclusive jurisdiction the Registered Office of BANK falls.
- p. In the event of disputes, differences, claims and questions between the Parties hereto arising out of this Agreement or in any way relating hereto or any term, condition or provision herein mentioned or the construction or interpretation thereof or otherwise in relation hereto, the Parties shall first endeavour to settle such differences, disputes, claims or questions by friendly consultation and failing such settlement, the same shall be referred to the arbitration by the arbitrator appointed by both the parties mutually. The arbitration shall be held in accordance with the arbitration and conciliation Act, 1996 or any other statutory modification or re-enactment thereof for the time being in force and shall be held in Jammu. The Courts in Jammu alone shall have jurisdiction over such arbitration proceedings. The language of the arbitration proceedings and that of the documents and communication between the parties shall be English. The award of the Arbitrator shall be final, Conclusive and binding upon the parties. Such award shall be filed in any competent court in Jammu. The parties shall continue to be performing their respective obligation under this Agreement, despite the continuance of the arbitration proceedings, except for the disputed part under arbitration. Each Party will bear the expenses/costs incurred by it in appointing the Arbitrator. However, the cost of appointing the Umpire shall be borne equally by both the parties.

(H) DOCUMENTS TO BE SUBMITTED BY THE BIDDER:

The following documents, **duly signed and stamped by the bidder**, shall be submitted in the sealed envelope:

- a. Duly signed and stamped RFQ document (all pages)
- b. Copy of PAN Card and GST Registration Certificate
- c. **Annexure:** Financial Bid

PROFORMA FOR SHIFTING OF PRINTED STATIONERY & OFFICE EQUIPMENT FROM JAMMU AND KASHMIR GRAMEEN BANK, HEAD OFFICE, NARWAL, JAMMU – 180006 TO JAMMU AND KASHMIR GRAMEEN BANK BRANCH OFFICE, SHAKTI NAGAR, TEHSIL & DISTRICT JAMMU – 180001

Annexure (Financial Bid)

From: _____

Sir,

I/We hereby offer rate to shift the printed stationery & office equipment mentioned at Para (E) from Jammu and Kashmir Grameen Bank, Head Office, Narwal, Jammu – 180006 To Jammu and Kashmir Grameen Bank Branch Office, Shakti Nagar, Tehsil & District Jammu – 180001 :

Rate quoted in numbers (Rupees) inclusive of all charges mentioned below	Rate quoted in words (Rupees) inclusive of all charges mentioned below

Note: The quoted price must be inclusive of all services and charges, such as:

- a. Loading & Unloading of the mentioned items
- b. Un-installation & Installation of the mentioned items
- c. Carriage/Shifting of the mentioned items
- d. Packing of items (wherever required) of the mentioned items
- e. Placement/setting of the mentioned items as per Bank requirement
- f. GST and all applicable taxes
- g. Any other related charges/fees

Yours truly,

Signature along with Stamp _____

Name _____

Place and Date: _____

UNDERTAKING

I/We have carefully read the terms & conditions and undertake to abide by the same, further I have seen all the items which are required to shift and also visit and inspect both the sites.

Signature and seal of the bidder