



जम्मू एवं कश्मीर ग्रामीण बैंक

JAMMU AND KASHMIR GRAMEEN BANK

Scheduled Bank Owned by Government

**Request for Sealed Quotation for
Procurement and Supply of A4 Size Plain
Copier Paper Reams to Head Office, Near
Fruit Complex, Narwal, Jammu – 180006**

(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 vendors/suppliers for procurement and supply of **Plain A4 Size Copier Paper Reams to the Head Office, Near Fruit Complex, Narwal, Jammu – 180006** as per the specifications, schedule, and terms & conditions mentioned in the RFQ document.

(D) SCHEDULE FOR REQUEST FOR QUOTATION PROCESS:

RFQ Ref. No.	JKGB/GAD /2025-26/5287 Dated : 03-11-2025
Scope of Work	Procurement and supply of A4 Size Copier Paper Reams to Head Office
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 along with Ream Sample
Base Currency	INR (₹)
Last date and time for submission of RFQ	25.11.2025, 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	25.11.2025 at 3:00 PM

(E) SPECIFICATIONS REQUIRED IN A4 SIZE PLAIN COPIER PAPER REAMS:

Category	Specification	Bid Requirement (Allowed Values)
GENERAL REQUIREMENT	Technical specification of plain copier paper	BIS specification no. IS 14490:2018 (with latest amendment)
	Grammage (Substance) of plain copier paper	Minimum 70 g per square metre (70 GSM)
	Sizes	A4
PACKAGING	sheets per ream	500 sheets
TESTING AND CERTIFICATION	BIS marked	Yes

(F) TERMS AND CONDITIONS OF THE RFQ

1. 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. The sample ream may be open or sealed but name of the bidder along with contact details should mentioned outside the sample ream.
2. The sealed envelope along with sample ream should be superscribed as: **"RFQ for Procurement and Supply of A4 Size Copier Paper Reams to Head Office"** along with the name and contact details of the bidder.
3. Sealed quotations must reach the Head Office, Narwal, Jammu **on or before 25.11.2025 (up to 12:00 Noon)**. Incomplete RFQs, quotations with cutting/overwriting, or late submissions shall be rejected.
4. Quotations may be submitted by post or by hand.
5. The Bank reserves the right to accept or reject any or all quotations without assigning any reason.
6. The Bank reserves the right to **blacklist any bidder** for unsatisfactory performance or violation of contract terms.
7. Payment will be released **within 15 days** after receipt of supply and verification, after deducting applicable TDS and TDS GST (2% + 2%).
8. The sealed **quotations of only those bidders shall be opened whose sample ream is found** satisfactory in quality by the technical Committee of the Bank.
9. The contract shall be awarded to the **L-1 bidder (lowest rate)** among the qualified bidders (Satisfactory ream sample).
10. The L-1 bidder (i.e., the bidder quoting the lowest rate) among the qualified bidders shall deliver the reams to the Head Office within **5 days** of receiving the order. In case the L-1 bidder fails to supply the ordered reams within the stipulated period, the Bank reserves the right to issue the order to the qualified L-2 bidder.
11. The bidder shall not assign or sublet any part of the contract.
12. The sealed envelope should be addressed to "The General Manager, Jammu and Kashmir Grameen Bank Head Office, Near Fruit Complex Narwal-180006, Jammu".
13. Clarifications if any, may be sought from General Administrative Department of Jammu and Kashmir Grameen Bank, Head Office at stationery.hoj@jkgb.in

14. 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.
15. 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.

(G) DOCUMENTS/SAMPLE TO BE SUBMITTED BY THE BIDDER:

The following documents, **duly signed and stamped by the bidder**, shall be submitted in the order given below:

1. Duly signed and stamped **RFQ document (all pages)-Sealed**
2. Copy of **PAN Card** and **GST Registration Certificate-Sealed**
3. **Annexure: Financial Bid-Sealed**
4. **Sample ream** with Bidder's name and contact details clearly mentioned

The documents mentioned in the para (G) sub para 1, 2, and 3 should be sealed in the envelope superscribed as: "RFQ for Procurement and Supply of A4 Size Copier Paper Reams to Head Office" along with the name and contact details of the bidder. The sealed envelope should be addressed to "The General Manager, Jammu and Kashmir Grameen Bank Head Office, Near Fruit Complex Narwal-180006, Jammu

The documents mentioned in the para (G) sub para 4 i.e. Sample ream: It may be submitted without the envelope or in different envelope but it must superscribed as: "RFQ for Procurement and Supply of A4 Size Copier Paper Reams to Head Office" along with the name and contact details of the bidder. It should also be addressed to "The General Manager, Jammu and Kashmir Grameen Bank Head Office, Near Fruit Complex Narwal-180006, Jammu

**PROFORMA FOR THE RATE OF PROCUREMENT AND SUPPLY OF A4 SIZE PLAIN COPIER PAPER REAMS
TO HEAD OFFICE, NARWAL, JAMMU, JAMMU AND KASHMIR-180006**

Annexure (Financial Bid)

From: _____

Sir,

I/We hereby offer rate to supply of **500 REAMS OF A4 size plain copier paper (Specifications mentioned in the RFQ document at para (E))** to Basement of Jammu and Kashmir Grameen Bank ,Head Office, Narwal, Jammu, Jammu and Kashmir-180006:

Ream GSM (70 GSM or more)	Ream Brand	Cost of per ream in figure (a)	Cost of per ream in words (a)

Note:

- a. The cost of per ream (a) should be inclusive of all taxes, GST, carriage charges, placement of reams at the basement of the Head Office, and any other applicable charges or fees.*
- b. All columns should be duly filled.*
- c. The Financial Bid shall be opened only for those bidders whose sample ream is found satisfactory in quality by the Technical Committee of the Bank. Among the bidders whose financial bids are opened, the L-1 bidder shall be determined on the basis of the cost per ream (a).*

Yours truly,

Signature_____

Place:

Name_____

Date:

Seal/Stamp_____

UNDERTAKING

I/We have carefully read the terms & conditions and undertake to abide by the same.

Signature and seal of the bidder