



Jammu & Kashmir Cricket Association

(Affiliated to the Board of Control for Cricket in India)

Headquarters: Pavilion Building, Hostel Ground, GGM Science College, Jammu – 180016

Srinagar Office: Sher-i-Kashmir Cricket Stadium, Sonwar, Srinagar – 190001

Tel.: 0191-4015572 | Mob.: 8899002224

Ref. No. JKCA/Secy/Jmu/2026/525.

Dated 21-08-2026

CALL FOR QUOTATION

Supply of Stationery Items for JKCA Jammu Office

The **Jammu & Kashmir Cricket Association (JKCA)** invites quotations from **reputed and authorized Dealers, Distributors and Original Equipment Manufacturers (OEMs)** for the supply of various stationery items required for the **JKCA Jammu Office**.

Interested firms/agencies are requested to submit their **item-wise rates/quotations** along with complete details of the items offered, including make/brand and specifications, wherever applicable.

STATIONERY REQUIREMENT FOR JKCA JAMMU OFFICE

S. No.	Particular	UOM	Qty.
1	Paper Rims	Rim	100
2	Blue Gel Pen	Pcs	50
3	Blue Ball Pen	Pcs	60
4	Black Ball Pen	Pcs	20
5	Red Gel Pen	Pcs	05
6	Pencil	Pkt	05
7	Red Ball Pen	Pcs	10
8	Flag Paper	Pkt	21
9	Note Slip	Pkt	09
10	Sharpener	Pcs	14
11	Battery Cell Pencil	Pcs	12
12	Paper Clips	Boxes	04
13	Cutter	Pcs	02
14	Cutter Blade (Only Blades), Medium Size	Pcs	10
15	Green Thread, Medium	Pkt	06
16	Fevicol Stick	Pcs	16
17	Pilot Pen	Pcs	15
18	Executive Signature Pen (Blue Ball Pen)	Pcs	10
19	Executive Signature Pen (Black Ball Pen)	Pcs	10
20	Executive Signature Pen (Blue Gel Pen)	Pcs	02
21	Executive Signature Pen (Red Gel Pen)	Pcs	05





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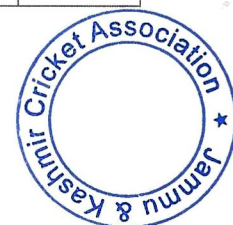
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22	Transparent File Cover Bag	Pcs	48
23	Cello Tape – Big	Pcs	08
24	Cello Tape – Small, 1 Inch	Pcs	11
25	Black Permanent Marker	Pcs	10
26	Register – Big	Pcs	04
27	Note Pad – A4 Size	Pcs	14
28	Brown Tape – Big	Pcs	10
29	Stock Register – Medium Size	Pcs	02
30	Receiving Register – Big	Pcs	02
31	Note Pad – Small	Pcs	05
32	Stapler – Big	Pcs	01
33	Note Slip	Pcs	06
34	Stapler – Small	Pcs	03
35	White Board Marker	Pcs	10
36	Stapler Pin Box – Big	Pcs	12
37	Stapler Pin Box – Small	Pcs	05
38	Poker	Pcs	02
39	Thread – Small	Pcs	01
40	Attendance Register	Pcs	01
41	Ink Stamp Pad	Pcs	02
42	Conference Pad	Pcs	12
43	Bond Paper	Rim	02
44	Legal Paper – Green	Pc	01
45	Eraser	Pcs	16
46	Sharpener	Pcs	14
47	Highlighter	Pkt	04
48	Table Glass	Pc	01
49	Transparent File Cover with Pipe	Pcs	36
50	Steel Scale – Small	Pc	01
51	Day Book	Pc	01
52	Vehicle Log Book	Pc	02
53	Pen Stand	Pcs	01





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TERMS & CONDITIONS:

1. The quotation shall be submitted on the **official letterhead of the firm/agency**, duly signed and stamped.
2. The quoted rates shall be **inclusive of all applicable taxes, GST, transportation, delivery and other incidental charges.**
3. The firm/agency shall clearly mention the **make/brand and specifications** of the items, wherever applicable.
4. The supplied stationery items shall be of **good quality and as per the specifications/description quoted by the firm.**
5. Payment shall be released **after satisfactory supply and acceptance of the items** and submission of the original GST invoice.
6. JKCA reserves the right to **accept or reject any or all quotations**, in whole or in part, without assigning any reason thereof.
7. JKCA also reserves the right to seek clarification or negotiate the rates, wherever considered necessary.

SUBMISSION OF QUOTATION

Interested firms/agencies may submit their complete quotations **either through email or by hand in a sealed envelope on or before 26th August, 2026.**

A. Through Email:

To: estsec.jkca@gmail.com

CC: ceo.jkca@gmail.com

B. By Hand:

Jammu & Kashmir Cricket Association

Pavilion Building, Hostel Ground,

Behind GGM Science College, Canal Road, Jammu.

Sd/-

Hony. Secretary
J&K Cricket Association



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