

**LOK SABHA SECRETARIAT**  
(GENERAL PROCUREMENT BRANCH)  
ROOM NO. 408, PARLIAMENT HOUSE ANNEXE, NEW DELHI  
TEL. NOS. 23034408, 23034410, Website- [www.loksabha.nic.in](http://www.loksabha.nic.in), Email: [gpb-lss@sansad.nic.in](mailto:gpb-lss@sansad.nic.in)

No. 7/envelopes/2016/GPB

Dated: 02.12.2016

From

K.C. Pandey,  
Deputy Secretary

To

All Concerned

**Subject: Quotation for supply of envelopes on rate contract basis.**

Sir/Madam,

This Secretariat intends to procure different sizes of plain and window **ENVELOPES** on rate contract basis. The approximate value of procurement during six months is Rs.70 thousand. Accordingly, quotations are invited from the firms dealing in such types of items.

2. The specifications along with quantity of items to be procured have been given at Annexure-I. The terms and conditions of the tender are given at Annexure-II. Details may be downloaded from Lok Sabha website: [www.loksabha.nic.in](http://www.loksabha.nic.in).

3. You are requested to submit quotation in the format prescribed (**Annexure-I**) alongwith Earnest Money Deposit (EMD), signed copy of terms & conditions (**Annexure-II**), an undertaking in **Annexure-III**, two sample of each envelopes under sealed cover in Room No. 408, Parliament House Annexe, New Delhi.

4. The last date for submission of bids / quotations was upto 25.11.2016 and it was extended upto 02.12.2016 (1500 hrs.). Now it is proposed to extend upto **09.12.2016 (1500 hrs.)**. Quotation received after due date and incomplete quotation will not be considered.

Yours sincerely,

  
2.12.2016  
DEPUTY SECRETARY

**ANNEXURE-I****SUPPLY OF ENVELOPES ON RATE CONTRACT BASIS TO LOK SABHA SECRETARIAT**

Sl. no.	Name of the item with specifications	Quantity (for one or both thickness)	Thickness (in GSM)	Rate (Rs.)	Taxes, if any (in %)	Total amount in figures (Rs.)	Total amount in words (Rs.)
1	2	3	4	5	6	7	8
1.	<b>Envelopes oblong plain</b> , size 9" x 4", White Super Sunshine Printing Paper (BILT brand) or best quality/brand paper (in packets of 25 envelopes each)	5,000 nos.	90				
			115				
2	<b>Envelopes oblong plain</b> , size 10" x 4½", White Super Sunshine Printing Paper (BILT brand) or best quality/brand paper (in packets of 25 envelopes each)	30,000 nos.	90				
			115				
3.	<b>Window envelopes</b> , size 10" x 4½", Super Sunshine Printing Paper (BILT brand) or best quality/brand paper (in packets of 25 envelopes each)	5,000 nos.	90				
			115				
4.	<b>Envelopes oblong plain</b> , size 11" x 5", White Super Sunshine Printing Paper (BILT brand) or best quality/brand paper (in packets of 25 envelopes each)	5,000 nos.	90				
			115				
5.	<b>Window envelopes</b> , size 11" x 5", White Super Sunshine Printing Paper (BILT brand) or best quality/brand paper (in packets of 25 envelopes each)	5,000 nos.	90				
			115				
6.	<b>Envelopes plain</b> , size 14" x 10", White Super Sunshine Printing Paper (BILT brand) or best quality/brand paper (in packets of 50 envelopes each)	5,000 nos.	115				
			120				
7.	<b>Envelopes plain</b> , size	5,000 nos.	115				

16" x 12", White Super Sunshine Printing Paper (BILT brand) or best quality/brand paper (in packets of 50 envelopes each)						
	120					

**N.B.:-**

1. *The approximate quantity may vary by 20% (+) or (-) as per actual demand/ consumption.*
2. *Two samples of envelopes (Sl.nos.1 to 5 with triangular flap and Sl.nos.6 & 7 with straight flap) in each thickness should be provided.*

Signature of the bidder with seal  
(Name of the Authorised Signatory)  
Designation

**TERMS AND CONDITIONS FOR SUPPLY OF ENVELOPES ON RATE  
CONTRACT BASIS TO LOK SABHA SECRETARIAT**

1. Bidders should be an Indian company/firm engaged in supplying **PAPER ENVELOPES** in Delhi/NCR and having its head/regional/Branch Office in Delhi/NCR.
2. Bidders are requested to examine the samples of the items before quoting the rates. The samples may kindly be seen in **General Procurement Branch, Lok Sabha Secretariat, Room No. 408, Parliament House Annexe, New Delhi (Phone No. 23034408, 23034410) between 1500 hrs. to 1700 hrs. on all working days.** The bidders shall have to submit **two sample of each envelopes for which rates are quoted** and supply should be in conformity to the approved samples available with the General Procurement Branch in terms of quality, colour, shade, size/dimension and weight etc. Items supplied by the bidder not conforming with the same will be summarily rejected. Bidders are also required to give an undertaking (Annexure-III) to the effect that the items for which rate are quoted by them are identical /similar to those seen in General Procurement Branch in terms of quality, colour, shade, size/dimension and weight etc.
3. Bidder should not have been blacklisted by the Ministries/Depts. of the Government of India, PSUs, Autonomous Bodies, etc.
4. The rates / prices should be **quoted in Indian Rupees only (in figures as well as in words)**. Excise duty, sales tax, VAT, packing, forwarding, etc., as applicable should be quoted separately. **Such bids where levies are included in the price quoted without giving break up details will summarily be rejected.**
5. The bid shall remain valid and open for acceptance for a period of **60 days** from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.
6. Rates / prices should be valid for **at least six months** after the date of opening the tender. **Tender rates valid for a shorter period shall be rejected as non-responsive.** No claim for compensation or loss due to fluctuations or any other reasons/causes will be entertained.
7. Quantity given in **Annexure-I** of tender enquiry letter is approximate. It may likely to vary and supply orders will be issued as per actual requirement.
8. Prices should be quoted **F.O.D. basis (Free of cost delivery at Lok Sabha Secretariat stores).**

9. If any item is found to be of a substandard (inferior quality) / substitute and not conforming to the required specifications as per sample, the bidders/firms will not only have to replace the same with genuine ones but they are also liable to be blacklisted and EMD submitted by bidder will be forfeited.
10. **The Earnest Money Deposit (EMD) @2% of the bid value should be submitted in the form of Demand Draft/Banker's Cheque drawn in favour of "Drawing and Disbursing Officer, Lok Sabha".** Bid received without EMD or EMD for lesser amount will be summarily rejected. However, **firms which are registered with Lok Sabha Secretariat are exempted from furnishing bid security (Earnest Money Deposit).** The EMD in respect of the bidders/firms, which is/are not selected, shall be returned to them within 60 days without any interest. However, EMD in respect of successful bidder will be released after effecting supply of items. EMD will be forfeited if the bidders withdraw after submission of the bids or opening of the tender.
11. Quotations of firms received in the prescribed format (Annexure-I) of tender enquiry letter shall be considered. Offers that are not received in prescribed format shall be ignored and no correspondence, in this regard, will be entertained. Sealed quotation should be superscribed as **"Quotation for supply of envelopes to Lok Sabha Secretariat on rate contract basis"**. Quotations through Telegraphic/Telex/FAX/E-mail will not be accepted and ignored straightaway.
12. This Secretariat will have the authority to select more than one firm for supply of item(s). The Secretariat further reserves the right to decide which of the firms should be selected for supply of some or all items listed in the tender form and the decision of the Secretariat will be final.
13. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill.
14. The quotations, complete in all respects, should be submitted in a prescribed form in sealed envelope addressed to the **Deputy Secretary, General Procurement Branch, Lok Sabha Secretariat, Room No.408, Parliament House Annexe, New Delhi** and must reach on or before **09.12.2016 (1500 hrs.)**.
15. If a firm violates any of these terms and conditions, it shall be blacklisted and its EMD shall be forfeited.
16. Lok Sabha Secretariat reserves the right to accept/reject any or all the bids without assigning any reasons. No enquiry after submission of the quotation will be entertained.

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UNDERTAKING

From

M/s. ....

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To

Deputy Secretary,  
General Procurement Branch,  
Lok Sabha Secretariat,  
Parliament House Annexe,  
New Delhi-110001.

Dear Sir,

This is to inform that I / we have physically examined the samples on ----- of the items for which I/ we have quoted our rates. In case of the tender going in our favour, I/we agree to supply the items as per the samples examined (in terms of quality, colour, shade, size/dimension and weight etc.)

Yours faithfully,

Date: .....

(Signature of the Tenderer)

Name:.....

Designation with Seal of the Firm