

**TENDER DOCUMENT**  
**FOR**  
**EMPANELMENT OF TAILORING FIRMS FOR STITCHING OF**  
**SUMMER AND WINTER UNIFORM FOR THE OFFICERS/STAFF OF**  
**LOK SABHA SECRETARIAT**

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**LOK SABHA SECRETARIAT**  
**(GENERAL PROCUREMENT BRANCH)**  
**ROOM NO. 408, PARLIAMENT HOUSE ANNEXE, NEW DELHI**  
**TEL. NOS. 23034408, 23034410 & Website-www.loksabha.nic.in**

**Tender No.9/4(30)/2012/GPB/LSS**

**TENDER NOTICE**

Sealed tenders are invited for empanelment of tailoring firms under **two bid systems viz. Technical Bid and Financial Bid** only from **TAILORING FIRMS** for **STITCHING OF SUMMER AND WINTER UNIFORM FOR THE OFFICERS/STAFF OF LOK SABHA SECRETARIAT**. The approximate value of stitching work for six seasons(**from 1 September, 2013 to 14 March, 2016 i.e. summer, 2013, winter, 2013-14, summer 2014, winter 2014-15, summer, 2015 and winter, 2015-16**) is **Rs.50 lakh(Rupees Fifty Lakh only)**.

2. Bidders/tailoring firms have to deposit the Earnest Money Deposit (EMD) for **Rs.10,000/- (Rupees Ten Thousand only)** in the form of Demand Draft drawn in favour of '**Drawing and Disbursing Officer, Lok Sabha**' payable at New Delhi.

3. In the first instance, the technical bids will be opened on the **25<sup>th</sup> June, 2013 at 1600 hrs** and evaluated by the empowered Committee. At the second stage, Financial Bids of technically qualified Bidders only will be opened at a subsequent date to be intimated in advance to such eligible bidders.

4. Minimum Eligibility of the bidders-

Bidders should have -

- (i) its tailoring shop/firm in Delhi/NCR;
- (ii) minimum **three years** of experience of **tailoring/stitching of official uniforms in bulk** to the Departments/Ministries of the Government of India/PSUs/Corporate/other reputed organizations/Institutions (two copies of work orders received during each of the last three years should be enclosed);
- (iv) have minimum turnover of **Rs. 2 lakh** per year during each of the last three years (valid and certified proof has to be attached);
- (v) not have been blacklisted by the Deptts./Ministries of the Govt. of India/PSUs/ (Declaration has to be submitted in the specified format)

5. This tender document consists of (i) Instructions to the Bidders; (ii) terms and conditions of the tender (iii) Technical Bid, and; (iv) Financial Bid (Price schedule).

6. The tender document can be downloaded from the website of Lok Sabha i.e. **www.loksabha.nic.in**. Bidders are requested to go through the instructions to the bidders and terms & conditions contained in the bid document. There is no tender fee nor is any fee required to be paid at the time of submission of the bids.

7. The tender, complete in all respects, should be submitted in a prescribed form along with supporting documents/samples in sealed envelopes addressed to the **Director (GP&GS), Lok Sabha Secretariat, Room No. 408, Parliament House Annexe, New Delhi**, and must reach on or before the **25<sup>th</sup> June, 2013 by 1500 hrs.** Bids should be hand delivered at the above mentioned address on or before the said date.

8. The Lok Sabha Secretariat reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason. Further- Addendum/Corrigendum if any will be uploaded onto website of Lok Sabha only. The decision of LSS, in this regard, shall be final and binding on all.

**Note:**

**Last date of Tender submission** : **25<sup>th</sup> June , 2013 by 1500 hours**  
**Opening of Technical bids** : **25<sup>th</sup> June, 2013 at 1600 hours**

**Sd/-**  
**Director (GP&GS)**  
**Lok Sabha Secretariat, New Delhi**

**EMPANELMENT OF TAILORING FIRMS FOR AWARDING THE CONTRACT FOR STITCHING OF SUMMER AND WINTER UNIFORM FOR THE OFFICERS/STAFF OF LOK SABHA SECRETARIAT**

**Tender No.9/4(30)/2012/GPB/LSS**

**Date of opening of technical bids: 25<sup>th</sup> June, 2013 (1600 hrs)**

**INSTRUCTIONS TO THE BIDDERS**

**1. Documents / Certificates**

The bidders are required to submit technical bid enclosing therewith photocopies of following documents ( Documents in original should be produced for verification before signing of the agreement), failing which their bids will be summarily rejected and will not be considered any further:

- (a) Registration Certificate as per existing norms (indicating the legal status – company/partnership firm/proprietorship concern, etc.);
- (b) Copy of PAN Card;
- (c) VAT/TIN/Sales Tax/Service Tax registration certificate;
- (c) Copies of Income Tax Returns filed for last three financial years;
- (d) Proof of having annual turnover of **Rs. 2 lakh** or more for each year during the last three years (P&L A/c, any other valid legal document showing the required amount of turnover);
- (e) Proof of experience in **tailoring/stitching of official uniforms** to Government Departments/PSU/Corporate/other reputed organizations/institutions (two copies of work orders received during each of the last three years should be enclosed);
- (i) Declaration regarding blacklisting or otherwise. (**Annexure-1**)

**2. Non transferability**

This tender is non transferable.

**3. Minimum eligibility criteria**

Bidder(s) should

- (i) have tailoring shop/tailoring firm/Office in Delhi/NCR.
- (ii) have minimum **three years** of experience of **tailoring/stitching work of official uniforms in bulk** to the Departments/Ministries of the Government of India/PSUs/Corporate/other reputed organizations/institutions (two copies of work orders received during each of the last three years should be enclosed).
- (iii) have minimum Turnover of **Rs. 2 lakh** per year during each of the last three years (valid and certified proof has to be attached).
- (iv) not have been blacklisted by the Deptts./Ministries of the Govt. of India/PSUs/corporate/other reputed organizations/institutions(declaration has to be submitted in the specified format given at **Annexure-1**)

However, it is informed that mere fulfillment of minimum eligibility criteria does not entitle the firm to demand that their financial bid be evaluated.

#### 4. Documents comprising the bid

The bids prepared by the bidder shall comprise of (i) technical bid and (ii) the financial bid.

- (i) The technical bid should be sealed in a separate cover and super scribed **“TECHNICAL BID FOR EMPANELMENT OF TAILORING FIRMS FOR TAILORING/STITCHING OF OFFICIAL UNIFORM TO LOK SABHA SECRETARIAT“** All the information/ documents sought should be provided with the technical bid. The documents / information sought should be in the same serial order as given in the technical bid.
- (ii) The financial bid shall specify the rates / prices in the format shown in the financial bid/price schedule.

**N.B. All the documents submitted in the bid must be legible and self attested along with the seal of the firm. Otherwise the bid is likely to be rejected**

#### 5. Bid Prices

5.1 The rates/ prices should be quoted in Indian Rupees only in words as well as figures. Taxes, if any, should be indicated separately.

5.2 Only one price should be quoted for each category and if more than one price is quoted under different options the rate quoted by the bidder in the first option only will be considered for evaluation.

5.3 Rates/ prices should be valid for **three years/six seasons i.e. three summer and three winters** from the date of signing of surety bond/Affidavit duly attested by the Notary. Rates/ prices shall not be increased during the entire period of the contract i.e. three years and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non responsive and will be rejected.

5.4 Prices should be quoted FoD basis (Free delivery at LSS).

#### 6. Bid Security/ Earnest Money Deposit (EMD)

6.1 EMD for **Rs.10,000/- (Rupees Ten Thousand only)** in the form of banker's cheque/ demand draft from any scheduled bank drawn in favour of **“Drawing and Disbursing Officer, Lok Sabha”** shall accompany the bid.

6.2 EMD shall remain valid for a period of 30 days beyond the final validity period of bids ( 120 days).

6.3 A bid received without Bid security (EMD) shall be rejected as non responsive at the bid opening stage and returned to the bidder unopened.

6.4 EMD for lesser amount / EMD not submitted in the manner prescribed will be rejected and returned to the bidder.

6.5 The submission of EMD is compulsory for all the Bidders and no exemption will be granted for submission of EMD in any case.

6.6 The Bid security of the unsuccessful bidder will be discharged / returned to them within **30 days** after finalization and award of the contract without any interest.

- 6.7 The bid security may be forfeited:
- (a) If a bidder withdraws his bid during the specified period of bid validity specified in the bid document.
  - (b) In the case of successful bidder , if the bidder fails to :
    - (i) Submit the surety bond after awarding of the contract
    - (ii) furnish the Performance security within the time specified in the document

## 7. Submission of Bid

### Sealing, Marking & Submission

- 7.1 The bid shall be submitted in accordance with the procedure detailed herein.
- (i) Specified documents shall be enclosed in envelope of appropriate size each of which shall be sealed.
  - (ii) **Envelope No.1** shall contain the bid security/EMD as indicated in clause 6 of these instructions to bidders.
  - (iii) **Envelope No.2** shall contain all the information and documents in the same serial order as shown in the technical bid. A covering letter may also accompany the technical bid.
  - (iv) **Envelope No.3** shall contain the **rates of stitching charges for all categories** duly filled in financial/ price (schedule of stitching rates) and signed and stamped. The bidder must fill up their rates for stitching against each item in the space provided in the respective columns.
  - (v) **Envelope No.4** shall contain the samples of accessories i.e. **Thread, Lining, Zip, Inter- lining, Fuse lining, Pad, Chest piece, Buckram, Buttons, etc.** for Officers/Staff category, separately.

**N.B. Rates of tailoring/stitching charges should not be indicated in any of the documents enclosed in envelope 1 and or 2 or 4.**

- 7.2 All the above four envelopes shall be sealed in a fifth envelope and addressed to **The Director (GP&GS), General Procurement Branch , Room no. 408, Lok Sabha Secretariat, Parliament House Annexe, New Delhi-110001** and must reach on or before the **25<sup>th</sup> June, 2013 by 3.00 p.m.** If the date on which the tender is opened for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day.
- 7.3 **The bidders must have to submit samples of accessories i.e. Thread, Lining, Zip, Inter-lining, Fuse lining, Pad, Chest piece, Buckram, Buttons, etc. for which rates are quoted along with their bids. Bids not accompanied by samples will be summarily rejected. Samples of the unsuccessful bidders may be collected by the bidders from Shri R.C. Sharma, Deputy Secretary, General Procurement Branch, Lok Sabha Secretariat, Ph No. 23035437, 23034408, 23034410)**
- 7.4 Bids should be hand delivered at the address mentioned in clause 7.2

- 7.5 The bidder shall seal the bid.
- 7.6 All the above envelopes shall bear the Name of the Work viz. '**Tender for empanelment of tailoring firms for stitching work in LSS**' as described in the Notice inviting tenders along with Tender Number, due date and time.
- 7.7 All the envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened, if required.

## **8. Deadline for submission of bids**

- 8.1 Bids must be submitted to the **Director (GP&GS), General Procurement Branch, Lok Sabha Secretariat, Room No. 408, Parliament House Annexe, New Delhi** on or before the prescribed date and time i.e. on or before the **25<sup>th</sup> June, 2013 (1500 hrs)**.
- 8.2 No bids will be received/accepted after the expiry of the prescribed date and time for submission of the bids.
- 8.3 **Director (GP&GS), General Procurement Branch, Lok Sabha Secretariat,** may, at his discretion, extend the deadline for submission of bids through the issuance of an amendment for the reasons mentioned therein in which case all rights and obligations of the Purchaser and the bidders previously subject to the deadlines shall thereafter be subject to the new deadline as extended.
- 8.4 The responsibility for submission of the bids in time would rest with the bidder.
- 8.5 Telegraphic /Fax offers will be treated as defective, invalid and rejected. Only detailed complete bids received prior to the closing time and date of the bids will be taken as valid;
- 8.6 Bids received, if any, by the Purchaser after the prescribed deadline/extended deadline for submission will be returned unopened to the bidder.

## **9 Bid Opening and Evaluation**

- 9.1 **Envelope No.1** containing the bid security shall be opened by **Pay and Accounts Officer (P&AO)** of Lok Sabha Secretariat at **4 p.m. on the last date (25<sup>th</sup> June, 2013) for submission of the bids** in the presence of the bidders or their representatives duly authorized by the bidder who wish to be present. If the Bid Security is not found as prescribed the bid shall be summarily rejected. The representatives are required to bring a copy of the authorization as given in the **Annexure-3**.
- 9.2 **Envelope No. 2** containing the technical bid shall then be opened. Bids shall be numbered serially by P&AO. The bidder's names, documents submitted/ not submitted and such other details as the P&AO, at its discretion may consider appropriate shall be announced at the bid opening.
- 9.3 The empowered Committee/Officers shall examine/ evaluate the technical bids to determine whether they (i) fulfill the eligibility criteria, (ii) have submitted the requisite documents (iii) meet the terms and conditions specified, (iv) complied with all the instructions contained therein, etc. **For the purpose of this clause a substantially responsive bid is one which conforms to all the terms and conditions of the bid document without material deviation.**
- 9.4 **Envelope No.3:** containing the sealed price/financial bid (schedule of stitching rates) of bidders whose bid is found to be generally in order and substantially responsive shall only be opened at a subsequent date to be intimated in advance to such eligible bidders.

9.5 Only summary of prices quoted by the bidders will be read out.

9.6 **Envelope N.4:** containing the sealed samples of accessories (i.e. **Thread, Lining, Zip, Inter-lining, Fuse lining, Pad, Chest piece, Buckram, Buttons, etc.**) will be opened. The samples of the technically qualified bidders only will be placed before the Livery Committee for selection and consideration.

## 10. Clarification of Bids

To assist in the examination, evaluation and comparison of bids, the empowered committee/ official may ask bidders individually for clarification of their bids, including breakdowns of unit prices. The request for clarification and the response shall be in writing or e mail or Fax, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction or arithmetical errors discovered during the evaluation of the bids.

## 11. Contacting the officials of LSS

11.1 Subject to clause 10 (clarification of bids) no bidder shall try to influence the Purchaser on any matter relating to its bid, from the time of the bid opening till the time contract is awarded.

11.2 Any effort by the bidder to influence the Purchaser in the Purchaser's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

## 12. Right to accept / reject any or all Bids

Lok Sabha Secretariat reserves the right to accept or reject any bid including the lowest and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the said action.

## 13. Signing of Surety Bond/Agreement

Upon the receipt of the notification of award by the successful bidder, the successful bidder shall fill the Surety Bond in accordance with form of Surety Bond included in the Bid Document and submit the same to the **Director (GP&GS), General Procurement Branch** within a week of the date of receipt of notification of award. The **Director (GP&GS), General Procurement Branch** shall return the draft duly approved within ten days from the receipt of the draft and the successful bidder shall get the same engrossed, have the correct amount to stamp duly adjudicated by Superintendent of Stamps & duly attested by the Notary and thereafter return the same duly signed and executed on behalf of the successful bidder, all at his own cost within two weeks from the receipt of the approved draft. The surety bond should be signed by the two guarantors. The said guarantors will be responsible and liable to make the payment equal to the amount as mentioned in the surety bond in case the bidder fails to abide by any terms & conditions of the tender document and lose to the Purchaser in any manner or left the job without returning the cloth as provided to the bidder for stitching of the uniform.



## 14. Annulment of the Award

14.1 Failure of the empanelled bidder to comply with any of the requirements shall constitute sufficient ground for the annulment of award and forfeiture of the bid security in which event the Purchaser may make the award to any other bidder at the discretion of the Purchaser or call for new bids.

14.2 LSS reserves the right to disqualify for a suitable period or take appropriate action against the bidder who habitually fails to undertake the **stitching/tailoring work in time**. Further, the **bidders whose stitching work is not of desirable quality, standards and prescribed specifications of the uniforms** may also be disqualified for a suitable period as decided by the Purchaser.

14.3 LSS reserves the right to blacklist a bidder at any time during operation of the award of the contract for a suitable period in case he fails to honour his bid in accordance with the terms and conditions of the tender without sufficient grounds.

**EMPANELMENT OF TAILORING FIRMS FOR STITCHING OF SUMMER AND WINTER UNIFORM FOR THE OFFICERS/STAFF TO LOK SABHA SECRETARIAT**

**Tender No.9/4(30)/2012/GPB/LSS**

**Date of Opening of Technical bids: 25<sup>th</sup> June, 2013 (1600 hrs).**

**TERMS AND CONDITIONS OF THE TENDER**

**1. Standards**

1.1 The **tailoring/stitching work of summer and winter uniform** under this contract shall conform to the standards prescribed/ specifications mentioned in the financial bid.

1.2 The bidder should furnish the **rates of tailoring/stitching along with samples of accessories i.e. Thread, Lining, Zip, Inter-lining, Fuse lining, Pad, Chest piece, Buckram, Buttons, etc. which will have to be used in stitching of the uniform** in the tender. No change shall be permitted after opening of bids.

**2. Performance Security Deposit (PSD)**

2.1. PSD for **Rs.50,000/-(Rupees Fifty Thousand only)** will have to be made **within 7 days** of receipt of the communication of the selection of the bid.

2.2. PSD shall be in the form of (i) Demand Draft payable to **Drawing and Disbursing Officer, Lok Sabha**, (ii) Fixed Deposit from a Commercial Bank.

2.3 The PSD should remain **valid** for a period of **60 days** beyond the date of completion of all contractual obligations by the tailoring firm including all types of the obligation, if any. EMD will be refunded to the successful bidder on receipt of performance security.

2.4 PSD can be withheld or forfeited in full or in part in case of violation of any terms and conditions of the tender document and not execution of work satisfactorily or within the stipulated period as prescribed in the tender document for the awarding of contract for tailoring/stitching work.

**3. Fundamental Rules for stitching of uniform/suits**

3.1 Empanelled tailoring firms will be allotted suits, category-wise for stitching of summer and winter uniform in each season. It will also be ensured that the Group of Officers/staff(category-wise) is divided in such a way that the amount of stitching charges/bill of stitching is divided equally amongst the tailoring firms as far as possible. In case of any tailoring firm is not performing the job to the satisfaction of LSS **despite warning**, the work allocated to the said firm will be redistributed amongst the other empanelled firms.

3.2 The uniform of the Officers/staff will be stitched as per prescribed specifications mentioned in **Annexure-3**. The uniforms not properly stitched or not stitched as per the prescribed standard/specifications shall have to be restitched/ remade/ altered as per the specifications without any extra charge.

3.3 Payment of the bills for stitching of uniform will be made after submission of the satisfactory report in the prescribed format by the concerned LSS Officers/staff. In case, the concerned Officers/staff does not submitted the satisfactory/dissatisfactory report within one week of receipt of the uniform to the General Store Branch of LSS, it will be presumed that uniform has been stitched to the satisfaction of the employee and accordingly, process for payment of the bill will be initiated.

3.4 If the uniforms are not stitched properly by the tailoring firm and the firm is unable to remove the defects in the stitched uniform upto the satisfaction, the firm shall have to refund the cost of the cloth to LSS or same colour/quality/shade of cloth would have to be deposited by the firm in the General Store Branch, LSS.

3.5 The measurement for stitching the uniform of eligible Officers/staff shall be taken for each season by the tailoring firms themselves in the store of LSS on day/days so fixed by the competent authority. The empanelled firms are required to collect the cloth and also deliver the stitched uniform from / to the Stores, LSS, at their own cost. No transportation charges will be paid in this regard.

3.6. This Secretariat shall be the final authority to decide whether a particular uniform has or has not been stitched properly with full satisfaction of the concerned Officers/staff.

3.7 The materials i.e. **Thread, Lining, Zip, Inter-lining, Fuse lining, Pad, Chest piece, Buckram, Buttons, etc.** to be used in the uniforms must conform to approved stitching materials. The variations in the materials used *vis-a vis* and the material approved by the Secretariat, if noticed, at any point of time, the same will have to be replaced by the tailoring firms at their own cost and risk.

3.8 Tailoring firms shall have to forward the account of the cloth, the details/list of the Officers/staff of various categories whose uniforms have been stitched by the tailoring firms along with bill for payment positively within fortnight after completion of the seasonal work for stitching of the uniforms.

3.9 LSS shall have the absolute right to decide the quantity/name of the Officers/staff of the LSS for allotting the stitching assignments to any of the tailoring firms for the satisfaction of the Officers concerned every season within the said contract period.

3.10 The tailoring firm/contractor/firm will be responsible to make good the loss to any clothing materials given to him for stitching uniforms through theft, fire or any other loss which occurs while the material is under his custody.

#### **4. Cloth Ceiling of Uniform**

**4.1** All the empanelled tailoring firms will have to stitch the uniform as per specifications given at **Annexure-2**. In this regard, the selected tailoring firms will be provided the cloth (per suit) as mentioned in **Annexure-2 (Specifications of uniform and cloth ceiling of suit - category-wise)**.

**4.2** Bidders/tailoring firms may also submit their own cloth ceiling of uniform in case any tailoring firm/bidder finds that cloth for uniform/suit as prescribed in **Annexure-2**, in their opinion, is not sufficient for the stitching of uniform for a particular category / categories . In this regard, LSS may examine the requests of the tailoring firms during the selection of the bidders/tailoring firms. If it has been considered by the empowered Committee/Competent Authority that the requests of the tailoring firm is genuine, the cloth ceiling will be enhanced accordingly for the uniform of a particular category or other category, if applicable.

## **5. Mode of Payment**

- 5.1 Payment against Bill / Invoice shall be released only after execution/stitching of the suits/uniforms as per specification and submission of the same with the balance account of cloth and are found to the satisfaction of the LSS. Payment will be made direct to the bidder/tailoring firm through **A/c payee cheque only**.
- 5.2 No request for other mode of payment will be entertained. **No advance payment will be made in any case.**

## **6. Agreement/Surety Bond**

The selected bidder should submit a surety bond to the Lok Sabha Secretariat (LSS) as per the specimen at **Annexure -4**.

## **7. Purchaser's Rights**

- 7.1 LSS reserves the right to accept/reject any or all the Bids in whole or in part and annul the bidding process without assigning any reason whatsoever.
- 7.2 Three to five tailoring firms will be empanelled with a view to ensuring the stitching of uniform in time in each season.
- 7.3 After the mutual consent of the selected bidders, the purchaser will fix the same rates/prices for each category under the prescribed ceiling to ensure uniformity in the rates/prices for awarding the contract in case quoting of different rates of stitching of uniform by the bidders.
- 7.4 The LSS reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders/tailoring firms and also during the course of the execution of the contract.
- 7.5 Before awarding the contract, Inspection Team will visit the premises of the bidders/tailoring firms to inspect their infrastructure, manpower, quality of stitching of uniform, etc. and a report of the inspection will be placed before the empowered Committee for their consideration. Inspection Team may also visit the premises of the selected bidders from time to time during the currency of the period for which they have been empanelled.
- 7.6 If a tailoring firm/bidder after award of the contract violates any of the terms and conditions, fails to honour its bid without sufficient grounds and within reasonable time it shall be liable for blacklisting for a suitable period. In these circumstances, the Purchaser will forfeit the security deposit/performance security along with amount of surety as prescribed in the surety bond will liable to be deducted from the bills as submitted by the tailoring firms for stitching of uniform.
- 7.7 The LSS reserves the right to make changes in the specifications/pattern of the uniform before or during the period of the award of contract or change the pattern/design of logo of Parliament of India with embroidery in place of detachable or make the provisions of logo of Parliament of India on the uniform of the other Officers/staff or any other changes required in maintaining the similarity in the uniform of all categories or some particularly categories of Officers/staff of LSS. No extra charges will be made on such changes.

7.8 The LSS reserves the right to allocate the stitching work to the selected/empanelled tailoring firms according to their performance/quality of standards. In this regard, the stitching work may be allocated category/service-wise i.e. Officer-wise, staff-wise, Chamber/Library Attendant/Attdt./House Keepers-wise.

## **8. Delivery of Uniform**

8.1 The stitched uniforms shall have to be deposited in the store of LSS by the tailoring firms within 20 days of taking measurements. That the delivery after the 20<sup>th</sup> day, shall attract a penalty of Rs.10 per day, per suit for summer uniform and Rs.25 per day for winter uniform, and thereafter, the forfeiture of the PSD/fully or partially, deduction of upto 10% amount from the bills for stitching of uniform and any other action, which may include termination of contract can be taken against the bidders/tailoring firms by LSS in case the tailoring firms fail to adhere to time schedule as mentioned above or do not return the uniform/cloth as provided to the tailoring firms for stitching of uniform.

8.2 No freight charges will be paid whenever the cloth for stitching of uniform has been received by the bidder/tailoring firm from the store of LSS for their showroom/firm. After stitching of uniform/suits, bidders/tailoring firms will have to deposit the stitched uniform and balance cloth to the General Store Branch of Lok Sabha Secretariat with FoD (free of delivery) within the time given under clause 8.1 of the tender document.

8.3 An Inspection Team of LSS shall also inspect all the suits/uniforms from time to time which have been stitched and handed over to the store of LSS by the bidders/tailoring firms. Termination of contract/liable for blacklisting or any appropriate action as deemed fit by LSS will be taken against the tailoring firms, if the stitched uniform has not been supplied to the General Store Branch of LSS as per the cloth as approved and provided to the tailoring firm or as per the specifications of the uniform as mentioned at **Annexure-2**.

## **9. Validity of rates**

9.1 The rates should be valid for a period of three years from **1 September, 2013 to 14 March, 2016 viz. six seasons i.e. summer, 2013, winter, 2013-14, summer 2014, winter 2014-15, summer, 2015, winter, 2015-16.**

9.2 Any clarification issued by LSS in response to query raised by prospective bidders/tailoring firms shall form an integral part of bid documents and it may amount to amendment of relevant clauses of the bid documents.

## **10. General/Others**

10.1 In no circumstances, the bidder/tailoring firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the bidder/tailoring/contractor firm has violated these conditions, the contract award will be terminated forthwith without any notice and Performance Security Deposit will be forfeited or amount of surety as prescribed in the surety bond will also liable to be deposited by the bidders to the LSS for not fulfillment of the contractual obligations.

10.2 The bidder/tailoring firm will be bound by the details furnished by him / her to LSS, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of award/contract making him / her liable for **legal action besides termination of award/contract.**

**EMPANELMENT OF TAILORING FIRMS FOR STITCHING OF SUMMER AND WINTER UNIFORM FOR THE OFFICERS/STAFF OF LOK SABHA SECRETARIAT**

**Tender No.9/4(30)/2012/GPB/LSS  
Date of Opening of Technical bids: 25<sup>th</sup> June, 2013 (1600 hrs).**

**TECHNICAL BID**

- 1 Name of the bidder/tailoring firm:
- 2 Address of the bidder/tailoring firm :
3. Contact Details of the bidder/tailoring firm :
  - (a) Tel. No. with STD (O)..... (Fax)..... (R).....
  - (b) Mobile No.....(c)E-mail.....(d) Website.....
4. Name of Proprietor/Partners/Directors of the firm/agency:
5. Bidder/tailoring firm's bank and its address and his current account number:
6. Registration and incorporation particulars of the bidder/tailoring firm indicating legal status such as company, partnership / proprietorship concern, etc (Pl. attach copies of the relevant documents/certificates)
- 7 Copies of Permanent Account Number (PAN)/VAT/Sale Tax/Service Tax Registration No. /Income Tax Circle/TIN of the bidder/tailoring firm
8. Annual turnover for the last three years  
(a/c statements if any, such as P&L a/c, balance sheets, etc. for last three years should be attached)
9. Proof of experience in undertaking of stitching/tailoring work of official uniforms/suits in bulk to Ministries/PSUs/Govt. Depts./Corporate Institutions, etc. (Orders - two copies each of the last 3 years- received from Ministries/Govt. Depts./PSUs/Corporate/reputed organizations/Institutions should be enclosed)
10. Declaration regarding blacklisting or otherwise by the Govt. Departments/PUSs, etc. as given  
in **Annexure –1**
11. Documents in support of having registration with DGS&D for undertaking of stitching/tailoring work under any type of the contract to the Government Departments/ PSU's, etc. (Refer sl. no. 9 of Instructions to the bidders/tailoring firms), if any.
12. The tender document (all pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed.
13. Details of Award / Certificates of merit etc. if any, received from any organization  
(Please attach copy of the certificates, if any)
14. Duly filled in authorization for attending bid opening (**Annexure- 3**)

15. Any other information /document: please specify

N.B. Bidders/tailoring firms to ensure that all

- (i) Pages have been signed and stamped by the authorized persons
- (ii) Pages have been numbered
- (iii) Documents are legible (clearly readable)

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated..... Name & Address of bidder/Tailoring firm.....

Authorised Signature & Seal of the bidder/tailoring firm



**EMPANELMENT OF TAILORING FIRMS FOR STITCHING OF SUMMER AND WINTER UNIFORM FOR THE OFFICERS/STAFF OF LOK SABHA SECRETARIAT**

Tender No.9/4(30)/2012/GPB/LSS

**Schedule of stitching Rates (Financial Bid)**

From

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-----  
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To

**The Director (GP&GS)  
General Procurement Branch,  
Lok Sabha Secretariat, Room No.408,  
Parliament House Annexe,  
New Delhi.**

Sir,

I/we have gone through, understood fully and declare that I/ we shall abide by the terms and conditions detailed in the tender document for **undertaking the tailoring/stitching work for the official uniforms of the Officers/staff of the Lok Sabha Secretariat.**

**My /our tailoring/stitching prices/rates are as under-**

Sl. No.	Category of Officers/staff for whom uniform to be stitched	Total number(approx.) of uniform/suits to be stitched during award period		Specifications/ Pattern of uniform/suits		Prescribed ceiling (Per suit/ uniform) + Tax Extra, if applicable		Rates to be quoted by the tailoring firm in figure (Rs.) (Per Suit/Uniform) + Tax Extra, if any		Rates to be quoted by the tailoring firm in words(Rs.)(Per Suit/Uniform) + Tax Extra, if any	
		Summer	Winter	Summer	Winter	Summer	Winter	Summer	Winter	Summer	winter
		1	2	3	4	5	6	7	8	9	10
1.	Protocol & Officers posted at the Table of the House/ Reporters, etc.	171	165	Button-ed up full sleeve Shirt with two chest Pockets & Pant	Button-ed up Coat & Pant	Rs.1000	Rs.2400				

	1	2	3	4	5	6	7	8	9	10	11
2.	Female Protocol & Officers posted at the Table of the House/Reporters, etc.	NA	No. of blazers are included in above quantity	----	Blazer as usual	----	Rs.2400				
3.	Protocol Staff, etc.	105	252	Buttoned up full sleeve Shirt with two chest Pockets & Pant	Buttoned up Coat & Pant	Rs. 500	Rs.1000				
4.	Female Protocol Staff, etc.	-----	No. of blazers are included in above quantity	---	Blazer as usual	---	Rs.1000				
5.	Security Officers of Parliament Security Service	126	126	One Buttoned up full sleeve shirt with 2 chest Pockets & Pant and one half-sleeve shirt with normal collar, 3 pockets & pant	One set Jodhpuri Style Buttoned up Coat & Pant and one set Blazer and Pant	Rs.1000	Rs.2400				
6.	Female Security Officers of Parliament Security Service	----	No. of blazers included in above quantity	----	Blazer as usual	----	Rs.2400				

	1	2	3	4	5	6	7	8	9	10	11
7.	Security Staff of Parliament Security Service	729	454	One Button-ed up full sleeve shirt with 2 chest Pockets & Pant and one half-sleeve shirt with normal collar, 3 pockets & pant	One set Jodhpuri Style Button-ed up Coat & Pant and one set Blazer and Pant as usual	Rs. 500	Rs.1000				
8.	Female Security Staff of Parliament Security Service	-----	No. of blazers are included in above quantity	----	Blazer as usual	---	Rs.1000				
9.	Chamber/ Library Attendants/ Staff Car Drivers/ Attendants/ House Keepers/ Farrash, etc.	1650	1677	*Button-ed up full Sleeve Shirt with 3 Pockets & Pant	*Button-ed up Coat & Pant	Rs. 500	Rs.1000				

	1	2	3	4	5	6	7	8	9	10	11
10	Female Chamber/ Library Attendants/ Attendants/ House-keepers/ Farrash, etc.	----	No. of blazers are included in the above quantity	-----	*Long Coat/ Blazer	---	Rs.1000				

The above said quantity is approximate. It is likely to vary.

\* Each buttoned up shirt/coat of all male and female Chamber Attendants/Attendants posted in Lok Sabha Chamber will be stitched with the logo of Parliament of India. The said logo will be embroidered on the coats/shirts for summer and winter uniform.

Dated..... Name & Address of Bidder/Tailoring Firm.....

Authorised Signature & Seal of the Bidder/Tailoring Firm

**EMPANELEMENT OF TAILORING FIRMS FOR STITCHING OF SUMMER AND WINTER UNIFORM FOR THE OFFICERS/STAFF OF LOK SABHA SECRETARIAT**

**Tender No. dated 9/4(30)/2012/GPB/LSS  
Date of Opening of Technical Bids: 25<sup>th</sup> June, 2012(1600hrs)**

**DECLARATION**

From

M/s. ....

.....

.....

To

The Director (GP &GS),  
General Procurement Branch  
Lok Sabha Secretariat, Room No.408,  
Parliament House Annexe,  
New Delhi-110001.

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security, as applicable, in the form of Demand Draft.

3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have blacklisted/banned / suspended business dealing. I/We further undertake to report to the Lok Sabha Secretariat, New Delhi immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor /Partners/Directors are Proprietor or Partner or Director of such a firm which is blacklisted/banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

**(Signature of the bidder)**

**Name:**

**Designation with Seal of the bidder/tailoring Firm**

**Date:**

**EMPANELEMENT OF TAILORING FIRMS FOR STITCHING OF SUMMER AND WINTER UNIFORM  
FOR THE OFFICERS/STAFF OF LOK SABHA SECRETARIAT (LSS)**

**Specifications/Pattern of Uniform and Cloth Ceiling of Suit, category-wise**

Sl. No.	Category of Officers/staff	Summer		Winter	
		Specification/ Pattern of Uniform	Cloth ceiling (per suit)	Specification/ Pattern of Uniform	Cloth ceiling (Per Suit)
1	2	3	4	5	6
1.	Officers/Protocol Officers/Reporters	Buttoned-up full sleeve shirt with 2 chest pockets & pant	3.00 mtr.	Buttoned-up Coat & Pant	3.00 mtr.
2.	Officers sitting at the Table of House	Buttoned-up full sleeve shirt with 2 chest pockets & pant	3.00 mtr.	Buttoned-up Coat & Pant	3.00 mtr.
3.	Protocol Staff and other staff	Buttoned-up full sleeve shirt with 2 chest pockets & pant	2.85 mtr.	Buttoned-up Coat & Pant	2.85 mtr.
4.	Security Officers of Parliament Security Service	One Buttoned- up full Sleeve Shirt with 2 Chest pocket & Pant	3.00 mtr.	One Set Jodhpuri Style Buttoned-up Coat and Pant	3.00 mtr.
		One Half-sleeve Shirt with normal collar with 3 pockets & Pant	2.70 mtr.	Blazer and Pant	3.00 mtr.
5.	Security staff of Parliament Security Service	One Buttoned- up full Sleeve Shirt with 2 Chest pocket & Pant	2.85 mtr.	One Set Jodhpuri Style Buttoned-up Coat and Pant	2.85 mtr.
		One Half-sleeve Shirt with normal collar with 3 pockets & Pant	2.70 mtr.	Blazer and Pant	2.85 mtr.

1	2	3	4	5	6
6.	Staff Car Drivers/ Dispatch Riders	Half Sleeve Shirt with 3 pockets & Pant	2.70 mtr.	Buttoned-up Coat & Pant	2.70 mtr.
7.	Chamber Attendants	*Buttoned-up full sleeve shirt with 3 pockets & Pant	2.85 mtr.	*Buttoned-up Coat & Pant	2.70 mtr.
8.	Library Attendant	Buttoned-up full sleeve shirt with 3 pockets & Pant	2.85 mtr.	Buttoned-up Coat & Pant	2.70 mtr.
9.	Attendants/Housekeepers/ Farrash/Sanitary Attendants, etc.	Half Sleeve Shirt with 3 pockets & Pant	2.70 mtr.	Buttoned-up Coat & Pant	2.70 mtr.
10.	Female Protocol Officers/Reporters/Officers of Legislative Service/Security Officers/Staff of Parliament Security Service	----	----	Blazer/ Ladies' Coat	1.65 mtr.
11.	Female Attendants/Library Attendants/Chamber Attendants, etc.	-----	-----	Long Coat	1.89 mtr.

**Note: Cloth of the Uniform of above said categories is different to each other in terms of colour/quality/shade and price.**

**\* Each buttoned up shirt/coat of all male and female Chamber Attendants/Attendants posted in Lok Sabha Chamber will be stitched with the logo of Parliament of India. The said logo will be embroidered on the coats/shirts for summer and winter uniform.**

**Annexure-3**

**EMPANELMENT OF TAILORING FIRMS FOR STITCHING OF SUMMER AND WINTER UNIFORM FOR THE OFFICERS/STAFF OF LOK SABHA SECRETARIAT (LSS)**

**Tender No. 9/4(30)/2012/GPB/LSS**

**Date of Opening of Technical Bids: 25<sup>th</sup> June, 2013(1600hrs)**

\_\_\_\_\_

**LETTER OF AUTHORIZATION FOR ATTENDING THE BID OPENING**

**Sub. Authorization for attending the technical bid opening on ---- and financial bid on ----- of the tender for empanelment of tailoring firms for awarding the contract for stitching of summer and winter uniform for the Officers/staff to Lok Sabha Secretariat.**

Following person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of M/s.------(name of the bidder)

Name specimen signature

Alternate representative

Name specimen signature

Signature of the bidder/tailoring firm

Or

Officer authorized to sign the bid documents on behalf of the bidder/tailoring firm

**N.B. Permission will be denied incase the photocopy of the duly filled in form is not brought at the time of opening.**



**EMPANELMENT OF TAILORING FIRMS FOR STITCHING OF SUMMER AND WINTER UNIFORM FOR THE OFFICERS/STAFF OF LOK SABHA SECRETARIAT**

**SPECIMEN FOR SURETY BOND**

To be filled up and submitted the same to LSS by the selected bidders at the time of awarding of the contract. Each page of this form shall be signed by the owner of the tailoring firm for acknowledging that he/she has seen the terms and conditions of the agreement.

The surety Bond is made on this \_\_\_\_\_ day of \_\_\_\_\_ 2013 by M/s-----  
----- herein referred to as the contractor/bidder/tailoring firm carrying on business under the name and style of M/s. \_\_\_\_\_ of the one part. Know all men by these present that I -----(bidder/owner of the tailoring firm) S/o Shri .....R/o.....In the district of Delhi(hereinafter called the Surety) I am held firmly bound upto the President of India (hereinafter called the Lok Sabha Secretariat) (which expression shall include, unless, repugnant to the context or meaning thereof his successor & assigns) in the sum of amount for **Rs.2.5 lakh (Rupees Two Lakh Fifty Thousand only)** as hereinafter specified and all cost between attorney and client and all charges and expenses that shall or may have been incurred by or occasion to the Secretariat to be paid to the President of India for which heirs, executors, administrators, personal representatives and permitted assigned firmly by these parents as guarantors/witnesses my hand this .....(date of Attestation by Notary) -----Whereas the Lok Sabha Secretariat have awarded the contract and empanelled me for three years for the six seasons **from 1 September, 2013 to 14 March, 2016 – i.e. summer, 2013, winter, 2013-14, summer, 2014, winter, 2014-15, summer, 2015 and winter, 2015-16)** for stitching of the uniform of various categories under the rates as fixed by LSS and same are accepted by me. I hereby agreed to accept and abide by the following terms & conditions:-

---

i. The award of work will be assigned based on equal number of suits from entitled Officers/staff for a particular season/ or all seasons for which it has been awarded. In case, my tailoring firm is not performing the job to the satisfaction of LSS despite warning in writing; the Purchaser will have absolute right to make the changes in assignment of equal distribution work and allocate the stitching assignments to any of the tailoring firm who is giving good response in the every season within the said contract period;

ii. The uniform of the Officers/staff will be stitched as per prescribed specifications mentioned in Tender Document at **Annexure-2**. The uniforms not properly stitched or not found as per the prescribed standard/specifications shall have to be refitted properly or provided by me without any charge as per the specifications at **Annexure-2**;

iii. I shall be available as and when LSS will inform me in connection with all types of the stitching work, for taking the measurements of the Officers/staff and returning of the uniform/balance cloth in the store of LSS. In this regard, no freight/other charges will be claimed by me. Stitched uniform will also be supplied to the store of LSS with FoD(free of delivery);

iv. The materials(Thread, Lining, Zip, Inter-lining, Fuse lining, Pad, Chest piece, Buckram, Buttons, etc.) would be used in the uniforms must conform to be of the good quality/approved stitching materials and standard of stitching otherwise LSS may reject/return the stitched uniforms. The variations in the materials used and the material approved by the Secretariat, if noticed, at any point of time, will attract the maximum penalty/forfeiture of the security deposit and any other action, which may include the termination of contract/blacklisting, etc.;

v. After handing over the cloth to my tailoring firm, the stitched uniforms would be delivered to the store of LSS within the 20 days. That the delivery after the 20<sup>th</sup> day, shall attract a penalty of Rs.10 per day, per suit for summer uniform and Rs.25 per day for winter uniform, and thereafter, the forfeiture of the surety deposit/PSD/fully or partially, deduction of amount of upto 10% from the bills of stitching of uniform and any other action, which may include termination of contract, can be taken against my tailoring firm by LSS in case my tailoring firm is failed to adhere to time schedule as mentioned above;

vi. If the uniforms are badly stitched and my tailoring firm is unable to remove the defects to the satisfaction of this Secretariat, I shall have to refund the cost of the cloth to this Secretariat. In this regard, LSS shall be the final authority to decide whether a particular uniform has or has not been stitched with full satisfaction;

vii. I shall have to forward the account of the cloth, the details/list of the Officers/staff of various categories whose uniforms have been stitched by my tailoring firm along with bill for payment positively within fortnight after completion of the seasonal work for stitching of the uniforms;

viii. The Purchaser/LSS reserves the right to assign to one or more/all the selected tailoring firm to stitch special design of uniform/suits for summer/winter seasons as per requirement from time to time on the special occasion/function of the Parliament of India held during the period for which contract assigned. In this regard, my tailoring firm will have to undertake/stitch the said work by myself or assist in arranging other tailoring firm (if my tailoring firm is not specialized in the said job) and I shall be responsible/accountable for any types of the damages/losses have been committed in undertaking of said job assigned to other tailoring firm on behalf of me. Rates for stitching of the special design of uniform/suits will be decided mutually and as per requirement and the quality/standard/performance of the tailoring firms;

ix. That my tailoring firm/contractor/firm will be responsible to make good the loss to any clothing materials given to me for stitching uniforms through theft, fire or any other loss which occurs while the material is under my custody.

x. That the tender schedule, instructions to the bidders and terms and conditions, etc. shall also form part of the agreement.

xi. That the bidder/contractor/tailoring firm will be liable for any type of penalty, appropriate action as deemed fit by the Purchaser or forfeiture of security deposit(PSD) or deduction of amount of surety as prescribed in the surety bond from the bills for stitching of uniform or blacklisting of firm permanently or for a suitable period from the Lok Sabha Secretariat, without reasonable any prejudice to any other rights and remedies to Lok Sabha Secretariat in case the bidder/contractor/tailoring firm fails to honour its bid without sufficient grounds and within reasonable time undertaking the contract work/as per the work orders and violates the terms and conditions as given above and mentioned in the tender document during the currency of the contract including the extended period, if any.

Signature of the authorized official of the  
Company/Firm

Signature:

Name :

Address :

**GUARANTORS**

**WITNESSES**

1. Signature of the guarantor

Full Name :

Full Address :

1. Signature of the Witness

Full Name:

Full Address:

2. Signature of the guarantor

Full Name :

Full Address :

2. Signature of the Witness

Full Name:

Full Address:

**EMPANELMENT OF TAILORING FIRMS FOR STITCHING OF SUMMER AND WINTER UNIFORM  
FOR THE OFFICERS/STAFF OF LOK SABHA SECRETARIAT**

**PERFORMANCE SECURITY BOND FORM**

In consideration of the Lok Sabha Secretariat (hereinafter called 'the Secretariat') having agreed to exempt ----- (Hereinafter called 'the said Contractor(s)' from the demand, under the terms and conditions of an agreement No. ----- Dated ----- made between ----- and ----- for the stitching of uniform of ----- (Hereinafter called 'the said Agreement'), of performance security for the due fulfillment by the said Contractor (s) of the terms and conditions contained in the said Agreement, on Production of a bank guarantee for ----- we, (Name of the Bank) ----- (hereinafter referred to as 'the Bank' ) at the request of ----- contractor (s) do hereby undertake to pay to the Secretariat an amount not exceeding ----- against any loss or damage caused to or suffered or would be caused to or suffered by the Secretariat by reason of any Branch by the said Contractor(S) of any the terms or conditions contained in the said Agreement.

2. We (Name the Bank) ----- do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the Secretariat stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Secretariat by reason of the contractor (s) failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the Secretariat in these counts shall be final and binding on the Bank. However, our liability under this guarantee shall be restricted to an amount not exceeding-----

3. We undertake to pay to the Secretariat any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) / tailoring firm (s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this bond shall be valid discharge of our liability for payment there under and the contractor (s)/ tailoring firm (s) shall have no claim against use for making such payment.

4. We (name of the Bank) ----- further agree that the guarantee herein contained shall remain in full force and effect during for a period of sixty days beyond the date of completion of all

contractual obligations of the contractor including warranty obligation. And that it shall continue to be enforceable till all the dues of the secretariat under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till ----- (Secretariat) certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) and accordingly discharge this guarantee.

5. We (Name of the Bank) ----- further agree with the Secretariat that the secretariat shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary terms and conditions of the said Agreement or to extend time of performance by the said contract (s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Secretariat against the said Contract (s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contract (s) or for any forbearance, act or omission on the part of the Secretariat or any indulgence by Secretariat to the said contract(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for the provision, have effect of so relieving us.

6 This guarantee will not be discharged due to the change in the constitutions to the Bank or the contractor (s)/ tailoring firm (s).

7. We (name of the Bank) ----- lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Purchaser (Lok Sabha Secretariat) in writing.

Dated the ----- day of -----, Two thousand twelve only.

For -----  
(Indicate the name of the Bank )

Witnesses:-

1.

Telephone No. (s):- -----

STD Code- -----

FAX No. -----

E-Mail Address:- -----

2.