

Ref.No. 8/Bindery/2015-16/GPB

Dated the 23 March, 2015

From

R.C. Sharma
Deputy Secretary

To,

Subject: Limited Tender for the procurement of various bindery items to Lok Sabha Secretariat.

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure various bindery items **(As per samples)**. The specification along with quantity of items to be procured is at **Annexure-I**.

2. You are requested to submit quotation for the items mentioned at **Annexure-I** in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover **immediately or latest by 1 April 2015**. Quotation received after due date and incomplete quotation will not be considered.
3. Detailed terms & conditions of the tender are at **Annexure-II**.
4. Lok Sabha Secretariat will have full and final authority to reject any/all offer(s) without assigning any reason thereof.
5. The firms which have already submitted their bids need not to submit again.

Yours sincerely,

DEPUTY SECRETARY
Tel. Nos. 2303 4408
Telefax-2303 4410

LIST OF BINDERY ITEMS

Sl. No.	Name of the item	Qty.	MRP	Offer Rate in words	VAT, if any
1.	Binding Cloth Black (Sudarshan Brand)	20 Mtr			
2.	Binding Cloth Dark Green (Sudarshan Brand)	300 Mtr			
3.	Binding Cloth light blue Sudarshan Br.	200 Mtr			
4.	Binding Cloth cream Sudarshan Br.	20 Mtr			
5.	Binding Cloth Navy Blue Sudarshan Br.	20 Mtr			
6.	Binding Cloth Orange Sudarshan Br.	20 Mtr			
7.	Binding Cloth Light Green, Sudarshan Br.	300Mtr			
8.	Binding Cloth, Yellow, Sudarshan Br.	20 mtr			
09.	Binding Cloth, Red, Sudarshan Br.	100 mtr			
10.	Binding Cloth, Brown, Sudarshan Br.	20 mtr			
11.	Lei (Maida), Thanik Brand	300 kg			
12.	Rexene Brown (Camel colour)	20 mtr.			
13.	Rexene Dark Green	500 mtr			
14.	Rexene Light Blue	20 mtr			
15.	Rexene Red	20 mtr			
16.	Rexene Yellow	20 mtr			
17.	Rexene Maroon	20 mtr			
18.	Ribbon Green (50 mtrs in each roll)	50 Rolls			
19.	Gloss Ink – Black for Screen Printing Machine (Huber Group Brand)	2 kgs.			
20.	PVC Ink – Black for Screen Printing Machine (Huber Group Brand)	2 kgs.			
21.	Gloss Ink – Green for Screen Printing Machine (Huber Group Brand)	2 kgs.			
22.	PVC Ink – Green for Screen Printing Machine (Huber Group Brand)	2 Kgs.			
23.	Gloss Ink – Blue for Screen Printing Machine (Huber Group Brand)	1 kg			

24.	PVC Ink – Blue for Screen Printing Machine (Huber Group Brand)	1 Kg.			
25.	Ink – White Gloss (Screen Printing Machine (Huber Group Brand)	1 Kg.			
26.	Ink – White PVC (Screen Printing Machine (Huber Group Brand)	1 Kg.			
27.	Gloss Ink – Golden for Screen Printing Machine (Huber Group Brand)	2 kg			
28.	PVC Ink – Golden for Screen Printing Machine (Huber Group Brand)	2 Kg			
29.	Gloss Ink – Red for Screen Printing Machine (Huber Group Brand)	1 kg			
30.	PVC Ink – Red for Screen Printing Machine (Huber Group Brand)	2 Kg			
31.	Gloss Ink – Yellow for Screen Printing Machine (Huber Group Brand)	1 kg			
32.	PVC Ink – Yellow for Screen Printing Machine (Huber Group Brand)	2 kg			
33.	Coarse Cloth (Special Grey Sheeting Brand)	300 mtrs			
34.	PVC Sheet paper (black) in Roll	10 mtrs			
35.	Paper tap for screen printing machine	10 Nos.			
36.	Plastic stick 42" for paper cutting machine 1.1" size	10 nos.			
37.	Plastic Stick 42" for paper cutting machine 1" size	10 nos.			
38.	Paper tap – both side gum for screen printing	100 mtrs			
39.	Reducer for screen printing machine	10 Nos.			
40.	Leather Piece – Black	10 Nos.			
41.	Leather Piece – Red	10 Nos.			
42.	Leather Piece – White	10 Nos.			
43.	Leather Piece – Dark Green	100 Nos.			

Note: Quantity of the above items depends on actual consumption.

**TERMS AND CONDITIONS FOR SUPPLY OF VARIOUS BINDERY ITEMS TO
LOK SABHA SECRETARIAT**

1. Bidder should be an Indian company/firm having its Office (head office/regional/Branch Office) in Delhi/NCR.
2. Bidders are requested to examine the ITEMS in respect of which examination of the samples is required before quoting the rates. The samples may kindly be seen in General Procurement Branch, Room No. 408, Lok Sabha Secretariat (Ph no. 23034408, 23034410) between **1500 hrs to 1700 hrs on all working days**. Items for which rates are quoted should be similar to the items available with the General Procurement Branch in terms of **quality, colour, shade, size/ dimension, weight etc.** Items supplied by the bidder which are not in conformity with items available with the Purchaser will be summarily rejected. Bidders are also required to give an undertaking (**Annexure-III**) to the effect that the items for which rates are quoted by them are identical/similar to those seen in the General Procurement Branch in terms of **unit, brand/make, colour/shade, quality, size, weight etc.**
3. The bidders must have to submit samples of the Items for which rates are quoted along with their bids. Bids not accompanied by samples will summarily be rejected. The samples will be returned after selection of the bidder (to the unsuccessful bidders only).
4. Bidder should not have been blacklisted by the Departments/Ministries of the Government of India/PSUs.
5. The rates/prices should be quoted in Indian Rupees only in words as well as figures. Excise duty, sales tax, VAT, packing, forwarding, etc., as applicable should be quoted separately. If these levies are included in the price quoted without giving the break up details, such bids will summarily be rejected.
6. The bid shall remain valid and open for acceptance for a period of **THREE MONTHS** 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.
7. Prices should be quoted on F.O.D. [Destination basis (Free delivery at Lok Sabha Stores)]. **Representatives of the company will have to make delivery of items to Lok Sabha Secretariat personally. No supply of items will be delivered through courier and any other means.**
8. 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.
9. The Earnest Money Deposit (EMD) of **Rs. 6,000/-** (Rupees six thousand only) should be in the form of Demand Draft/Banker's Cheque drawn in favour of Drawing and Disbursing Officer, Lok Sabha. Tender received without EMD or EMD for lesser amounts will be summarily rejected. The EMD in respect of the bidders/firms, which is/are not selected, shall be returned to them within 30 days without any interest after finalization of tender. However, EMD in respect of successful bidder will be released after effecting supply of items. EMD will be forfeited if the bidders withdrew after submission of the bids or opening of the tenders.
10. PSD @ 5% in the form of Demand Draft/Banker's Cheque drawn in favour of Drawing and Disbursing Officer, Lok Sabha of order value of the contract will have to be made within 7 days on receipt of Letter for Information to ensure due performance of the contract which will be released after validity of the rate quoted for i.e. after one year.

11. **Typed quotations** received in the format prescribed in **Annexure-I** of enquiry letter shall be considered. Offers 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 various bindery items to Lok Sabha Secretariat**". Quotations through Telegraphic/Telex/Fax/E-mail will not be accepted and ignored straightaway.

12. This Secretariat shall have the power to select more than one firm for supply of items. 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. Payment will be made in the Account directly. Hence, firms are also requested to give details like **Name of Bank, Account No. IFS Code**. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill. Requests for payments by other mode will not be entertained.

14. **Delivery**

The delivery of the bindery items has to be staggered over the year as given below-

- (i) Immediately after placing supply Order - 25% of the total quantity
- (ii) Three months thereafter - 25% of the total quantity
- (iii) Three months thereafter - 25% of the total quantity
- (iv) Three months thereafter - 25% of the total quantity

However, LSS reserves the right to change the above schedule of supply depending upon their urgent requirement especially during Parliament Session. In case, the firm fails to supply the required quantity **within 2 working days** from the receipt of supply order, the material will be procured from other sources and the difference of cost, if any, will be recovered from Performance Security Deposit (PSD) by issuing notice and necessary action for **blacklisting** the firm may also be taken.

15. The quotations, complete in all respects, should be submitted in a prescribed form in sealed envelope addressed to the **Under Secretary (GP), Lok Sabha Secretariat, Room No. 408, Parliament House Annexe, New Delhi** and must reach on or before **01.04.2015**.

16. If a firm violates any of these terms & conditions, it shall be blacklisted and PSD shall be forfeited.

17. Lok Sabha Secretariat reserves the right to accept/reject any or all the tenders without assigning any reasons. No enquiry after submission of the quotation will be entertained.

UNDERTAKING

From

M/s.
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To

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

Dear Sir/Madam,

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

Yours faithfully,

(Signature of the Tenderer)

Name:

Designation with Seal of the Firm

Date: