

**LOK SABHA SECRETARIAT
(GENERAL PROCUREMENT BRANCH)**

**TENDER DOCUMENT
FOR**

**PROCUREMENT OF SPECIFIED ITEMS FOR OFFICERS/STAFF OF
LOK SABHA SECRETARIAT**

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No. 1/New Year Items/2013-14/GPB

Dated 23.08.2013

From

**K.C. Pandey,
Under Secretary,
General Procurement Branch**

To

Sir,

Subject: Limited Competitive bidding for specified items for officers/staff of Lok Sabha Secretariat (LSS).

Lok Sabha Secretariat (LSS) intends to procure specified items meant for officers of Lok Sabha Secretariat on the eve of New Year, 2014. Sealed bids are, therefore, invited from the manufacturers, authorized distributors/dealers for the supply of these items.

2. The qualifications, terms and conditions, instructions to the Bidders, etc. may be seen in the tender document enclosed herewith for information and necessary action. The last date for submission of the Bid is 20.09.2013 (1500 hrs.).

3. This tender document consists of (i) instructions to the Bidders, (ii) Terms and conditions of the tender, (iii) Declaration, and (iv) Schedule of rates. Bidders are requested to go through the instructions to the bidders and terms and conditions contained in the bid document which can be downloaded from www.loksabha.nic.in.

Yours sincerely,

Sd/-

Under Secretary
Phone No. 23034410
23034408

Encl. As above.

LIMITED COMPETITIVE BIDDING FOR PROCUREMENT OF SPECIFIED ITEMS FOR OFFICERS

/ STAFF OF LOK SBAHA SECRETARIAT

INSTRUCTIONS TO THE BIDDERS

1. Eligibility of the bidders:

Bidders should have

- (i) Minimum **three years** of experience of supplying **in bulk** to the Departments/Ministries of the Government of India/PSUs/Corporates (Valid proof has to be attached).
- (ii) Minimum Turnover of **Rs. 25 lakh** per year during each of the last three years (valid and certified proof has to be attached).
- (iii) not been blacklisted by the Depts/Ministries of the Govt. of India/PSUs/Corporates.

(declaration has to be submitted in the specified format given at **Annexure-I**)

2. Earnest Money Deposit / Performance Security.

(i) EMD @ 2% of the bid value should be in the form of Demand Draft drawn in favour of “**Drawing and Disbursing Officer, Lok Sabha**” and should be kept in a sealed separate cover super scribing EMD without mentioning amount. Tender received without EMD or EMD for lesser amounts will be summarily rejected. The submission of EMD is compulsory for all the Bidders and no exemption will be granted for submission of EMD in any case.

(ii) The EMD in respect of the companies/agents/firms, which is / are not selected, shall be returned to them within 15 days without any interest after finalization of tender. However, EMD in respect of successful Bidder will be released after receipt of performance security deposit. Further, if the agency fails to provide performance security as per requirement of LSS within 7 days from the date of placing the order, the EMD shall stand forfeited without giving any further notice.

3. Performance Security Deposit (PSD)

(i) PSD @ 5% of order value of the contract will have to be made within 7 days on receipt of supply order to ensure due performance of the contract.

(ii) PSD shall be in the form of Demand Draft payable to Drawing and Disbursing Officer, Lok Sabha, New Delhi.

(iii) The PSD should remain valid for a period of ninety days beyond the date of completion of all contractual obligations by the supplier including warranty obligation, if any. EMD will be refunded to the successful bidder on receipt of performance security.

(iv) PSD will be released after all contractual obligations by the supplier are over. This can be withheld or forfeited in full or in part in case the supply order is not executed satisfactorily within the stipulated period.

4. Documents / Certificates

The tendering firms/agencies are required to submit the self attested photocopies of following documents.

- (a) Copy of CST/VAT/TIN Registration Certificates;
- (b) IT returns for the last three years
- (c) P&L A/C for the last three years
- (d) Copy of PAN Card
- (e) Proof of experience in supplying to Govt. Dept/PSUs/Corporates.
- (f) Declaration regarding blacklisting or otherwise (Annexure-I).

5. Mode of submission and last date for submission.

Tenders in a sealed envelope should be addressed to the Director (GP&GS), Lok Sabha Secretariat, Room No. 514, Parliament House Annexe, New Delhi and must reach on or before **20.09.2013** by 3.00 P.M. Tenders may be hand delivered at the afore mentioned address. If the date upto 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.

6. Rejection of incomplete and conditional tenders

The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.

7. No Withdrawal after submission of bids.

No bidders will be allowed to withdraw after submission of bids / opening of the tender; otherwise the EMD submitted by the firm would be forfeited.

8. Non acceptance of the tenders received after the last date.

Tenders received after the closing date and time prescribed in the tender enquiry shall NOT be accepted under any circumstances as provided under instruction No. 10 below:

9. Non Transferability

This tender is non transferable.

10. Extension of last date at the Discretion of LSS.

The Director (GP&GS), Lok Sabha Secretariat, New Delhi, may in his discretion extend the last date for submission of the Tender and such extension shall be binding on all the bidders.

11. Samples of the items.

The bidders should invariably attach the samples of the items for which rates / prices are quoted. Bids received without samples will summarily be rejected.

12. Need for clarification.

In case the prospective bidders need any clarification regarding any terms and conditions of the tender or about rejection of its bid, he / she /they may write to Shri K.C. Pandey, Under Secretary, General Procurement Branch, Lok Sabha Secretariat (Room No. 408, Parliament House Annexe) New Delhi – 110 001 (Ph. No. 23034410/23034408).

Rates/ Prices

1 The rates/prices should be quoted in Indian Rupees only in words as well as in figures. Excise duty, sales tax, VAT as applicable should be quoted separately (as shown in Annexure-2). If these levies are included in the price quoted without giving the break up details such bids will summarily be rejected.

2 Tender rates should be valid for **at least 90 days** after the date of opening the tender. **Tender 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.

3. Prices should be quoted F.O.R. Destination (Free delivery at LSS).

4. **Rates / prices of only those items which can be made available at short notice and in any case not later than 20 December, 2013 should be quoted. Entire quantity should be supplied in one lot only.**

Penalty

5. It will be responsibility of the Bidder to supply the said items in accordance with supply order within stipulated time frame; otherwise, penalty will be imposed by LSS.

6. If the Bidder / firm leaves the supply without completing it, the LSS may get the work completed from another firm and the bidder will have to reimburse the excess expenditure. IF any (difference between the price at which the item was purchased from the market / third party and the price quoted by the firm).

Settlement of disputes

7 All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Secretary General, Lok Sabha Secretariat or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with the consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

Purchaser's Rights

8. The LSS reserves the rights to accept /reject any or all the bidders in whole or in part without assigning any reason whatsoever and is not bound to accept the lowest tender.

9. The LSS reserves the right to award the tender to more than one Bidder.

10. The LSS reserves the right to relax/withdraw any of the terms and conditions mentioned above so as to overcome any problem encountered by the contracting parties.

11. LSS reserves the right to reject the items supplied in case they are of inferior quality and are not of requisite standards.

Delivery

12. The required quantity of the items conforming to the approved samples should be supplied to the General Store Branch of Lok Sabha Secretariat. The rates quoted for the said items should be readily available for supply on FoD basis (at Lok Sabha Secretariat).

13. In case, the items supplied are found defective and of poor quality the same will have to be replaced within the guarantee/warranty period. In case of failure to provide the items as per sample approved by the Secretariat, the firm will be liable for appropriate action.

Mode of Payment

14. Payment against Bill / Invoice shall be released only after supply of the items to the satisfaction of the LSS. Payment will be made direct to the supplier through **A/c payee cheque only**. No request for other mode of payment will be entertained. **No advance payment will be made in any case.**

Change in quantity

15. Approximate quantity only of the required item is given in the tender notice. The quantity is likely to vary.

General/Others

16. The bidder 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 fictitious at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.

17. All taxes and levies will be paid by the bidder only. No other charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, demo, etc. will be allowed. All these are to be borne by the tenderer only.

18. The officers of LSS or their representatives may inspect the items.

PROCUREMENT OF SPECIFIED ITEMS FOR OFFICERS / STAFF OF LOK SABHA SECRETARIAT

Tender No. 1/New Year items/2014-LSS
Last date for submission of the bids: 20.09.2013 (1500 hrs.)
Date of opening of the bids: 20.09.2013 (1600 hrs.)

DECLARATION

To
The Under Secretary (GP)
General Procurement Branch
Lok Sabha Secretariat
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 format to be provided by your office as per condition for obtaining the supply / purchase orders.

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 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 banned / suspended in future during the currency of the contract with you.

Yours faithfully

(Signature of the bidder)

(
Name of the bidder

Designation with seal of the firm

PROCUREMENT OF SPECIFIED ITEMS FOR OFFICERS / STAFF OF LOK SABHA SECRETARIAT

Tender No. 1/New Year items/2014-LSS
Last date for submission of the bids: 20.09.2013 (1500 hrs.)
Date of opening of the bids: 20.09.2013 (1600 hrs.)

Schedule of Rates

From

To

**The Director (GP&GS)
General Procurement Branch,
Lok Sabha Secretariat,
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 supply of the items required -

My / our rates are as under-

Sl no	Description of the item	Approximate quantity required	Brand Name	Rate per Unit (Rs.)	Taxes / Duties like Sales Tax/ VAT, excise duty, etc. if any (Rs.)	Logo printing charges	Total price Per unit (4+5+6) In figures	Total amount In Words (Rs.)
	1	2	3	4	5	6	7	8
1.	Pen Set (JS & Above) Range: Rs.1000-1500 With logo of PH	26 Sets.						
2.	Pen Set (Director)	50 Sets.						

	Range (Rs.650-700) With logo of PH							
3.	Pen Set (Dy. Secy. To Adtl. Director) Range : (Rs. 350-400) With logo of PH	230 Sets.						
4.	Pen Set (EO to US) Range: (Rs. 200-250) With logo of PH	500 Sets.						
5.	Pen (For non-gazetted staff of LSS) Range: (Rs. 40 -100) With logo of PH	1725 Nos.						
6.	Desk Calendar Refill (As per sample)	800 Nos.						
7.	Engagement Pad (As per sample)	800 Nos.						
8.	Towels (Large for officers Range: (Rs. 300-500)	1600 Nos.						
9.	Towels (For Farrash) Range: (Rs. 150-250)	230 Nos.						

Dated: _____

Name & Address of Firm

Authorised Signature & Seal of the Firm