

LOK SABHA SECRETARIAT
(GENERAL PROCUREMENT BRANCH)

Room No. 408, Fourth Floor,
Parliament House Annexe,
New Delhi-110001

L. No. GPB020(11)/5/2018

Dated: 11.03.2018

From

K.C. Pandey
Deputy Secretary

To,

(All concerned)

Subject: Quotation for supply of Manual Spiral Binding Machine, A3 size to Lok Sabha Secretariat.

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure **one Manual Spiral Binding Machine, A3 size**. The specification along with quantity of item 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 23 March, 2018 (1500 hours)**. Quotation received after due date and incomplete quotation will not be considered.
3. Detailed terms and 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.

Yours sincerely,


11.3.2018
DEPUTY SECRETARY
Tel. Nos. 2303 4408
2303 4410

ANNEXURE-I

Sl. No.	Description of Items	Make/Model of quoted machine with complete specifications #	Qty.	MRP*	Offered Rate per unit (in Rs.)	GST per unit (Rs.), If any.	Amount inclusive GST	Amount in words (in Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	[(5) + (6)]	(8)
1	Branded Manual Spiral Binding Machine, Maximum size – A3, Max. Punching Capacity – 20-25 sheets (75 GSM), Adjustable Measuring Scale, Weight, Dimensions, etc.		01 no.					

*Mandatory

Preferable branded Indian make

Warranty/Guarantee:-

**Signature of the bidder with seal
(Name of the Authorized Signatory)
Designation**

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TERMS AND CONDITIONS FOR SUPPLY OF MANUAL SPIRAL BINDING MACHINE, A3 SIZE TO LOK SABHA SECRETARIAT

1. Bidder should be an Indian company/firm engaged in supply of printing/binding machines and having its Office (head office/ regional/Branch Office) in Delhi/NCR.
2. Bidder should not have been blacklisted by the Departments/Ministries of the Government of India/PSUs.
3. The rates/ prices should be quoted in Indian Rupees only in words as well as figures. GST, 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.
4. The bid shall remain valid and open for acceptance for a period of 90 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.
5. Prices should be quoted on F.O.D. [Destination basis (Free delivery at site)]. Representatives of the company will have to make delivery items to Lok Sabha Secretariat personally. No supply of items will be delivered through courier and any other means.
6. Items to be supplied should be genuine and sealed. If any item is found to be of a substandard (inferior quality)/substitute and not conforming to the required specifications, the bidders/firms will not only have to replace the same with genuine ones but they are also liable to be blacklisted.
7. The firm should also arrange demonstration of the operations of quoted machine enabling the assessment of the performance by the officials of the empowered Committee/officials, if desired.
8. Quotations of firms 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 entrained. Sealed quotation should be superscribed as "Quotation for supply of Manual Spiral Binding Machine, A3 size". Quotations through Telegraphic/Telex/Fax/E-mail will not be accepted and ignored straightaway.
9. This Secretariat will have the authority 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.
10. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill.
11. If a firm violates any of these terms & conditions, it shall be blacklisted and its EMD shall be forfeited.
12. 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 entrained.
