

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

LIMITED TENDER DOCUMENT

FOR

SUPPLY OF VIP CROCKERY & CUTLERY

**PARLIAMENT HOUSE ANNEXE
NEW DELHI**

LIMITED TENDER DOCUMENT

FOR

SUPPLY OF VIP CROCKERY & CUTLERY

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SUPPLY OF CROCKERY & CUTLERY ITEMS TO LOK SABHA SECRETARIAT

Tender No. 8/VIP CROCKERY & CUTLERY/GPB/2012
Last date for submission of the bids 25.10.2012 (1500hrs)
Date of opening of bids 25.10.2012 (1600 hrs)

INSTRUCTIONS TO THE BIDDERS

1. Definitions

- (i) "The Purchaser" means the Lok Sabha Secretariat
- (ii) "The bidder" means the individual or firm who participates in this tender and submits bid
- (iii) "The supplier" means the individual or firm supplying the goods under the contract
- (iv) "The contract price" means the price payable to the supplier under the Purchase order for the full and proper performance of its contractual obligation

2. Bid document

2.1. The bid document consists of the following –

- (i) Instructions to the bidder
- (ii) Terms and Conditions of the tender
- (iii) Information & Documents required to be submitted along with the bid
- (iv) Financial bid format (price schedule)

2.2 The bidder(s) is/ are expected to examine all instructions, terms & conditions contained in the bid document. Failure to furnish all information required as per the bid document or submission of bid not substantially responsive to the bid document in every respect will be at the bidders' risk and may result in rejection of the bid.

3. Documents / Certificates

The bidders are required to submit 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 CST/VAT/TIN Registration Certificates;
- (c) Copy of PAN Card;
- (d) Copies of Income Tax Return filed for last three financial years;
- (e) Copies of audited A/c Statements i.e. Balance sheets and Profit & Loss A/c for last three financial years
- (f) Proof of experience in supplying to Government Departments/ PSUs (Copies of two **Purchase Orders** received from Govt. Depts. / PSUs during each of the last three years should be enclosed)
- (g) Declaration regarding blacklisting or otherwise. (**Annexure-I**)

4. Clarification on Bid Document

A prospective bidder requiring any clarification on the Bid Documents may notify the General Procurement Branch (Under Secretary, General Procurement Branch, Lok Sabha Secretariat) in writing or by e-mail at the mailing address **gpb-lss@sansad.nic.in**. Such requests for clarification should be sent not later than seven days prior to original or extended deadline for submission of the bids. Explanation of the query but without identifying the source of the inquiry will be uploaded on to LSS website www.loksabha.nic.in for the benefit of all the prospective bidders.

5. Amendment of Bid Document

5.1 At any time prior to the dead line for submission of bids, the Purchaser may for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the bid documents by amendment. The amendment will be uploaded on to LSS website www.loksabha.nic.in for the benefit of all the prospective bidders.

5.2 In order to give prospective bidders reasonable time for taking an amendment into account in preparing their bids, the Director (GP&GS), General Procurement Branch may, at his discretion, extend the deadline for the submission of bids.

6. Rejection of incomplete and conditional tenders

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

7. Non transferability

This tender is non-transferable.

8. Minimum eligibility criteria

Bidder(s) should

- (i) be an Indian company/firm engaged in **supply of CROCKERY & CUTLERY items** in bulk in Delhi/NCR and having its Office (head office/regional/Branch Office) in Delhi/NCR.
- (ii) Preference will be given in case the supplier has minimum **three years** of experience of supplying **CROCKERY & CUTLERY items** in bulk to the Departments/Ministries of the Government of India/PSUs (Copies of two **Purchase Orders** received from Govt. Depts. / PSUs during each of the last three years should be enclosed)
- (iii) have minimum Turnover of **Rs. 50 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 Depts./Ministries of the Govt. of India/PSUs (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.

9. Preparation of Bids

Language of Bid

The bid prepared by the bidders and all correspondence and documents relating to the bid exchanged by the bidder with the Purchaser shall be written in **English** only.

10. Documents comprising the bid

The bid should be sealed in a separate cover and super scribed **“bid for supplying CROCKERY & CUTLERY items to Lok Sabha Secretariat”** and the bid shall comprise of the following -

- (i) The information/ documents required to be submitted (Refer page nos. 3 & 4) and;
- (ii) The schedule of rates (financial bid) duly filled in specifying the rates/ prices in the format given therein.

N.B. All the documents submitted in the bid must be legible and self attested otherwise, the bid is likely to be rejected

12. Bid Prices

12.1 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. If these levies are included in the price quoted without giving the break up details such bids will summarily be rejected.

12.2 Only one price should be quoted for each item and if more than one price is quoted under different options the rate quoted by him in the first option only will be valid and considered for evaluation.

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

13. Bid Security/ Earnest Money Deposit (EMD)

13.1 EMD @ 2% of the bid value 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.

13.2 EMD shall remain valid for a period of 45 days beyond the final validity period of bids (120 days)

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

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

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

13.6 The Bid security of the unsuccessful bidder will be discharged / returned to them within **30 days** after finalization of the bid.

13.7 The bid security may be forfeited:

- (a) If a bidder withdraws his bid during the period of bid validity specified in the bid document
 - (i) In the case of successful bidder, if the bidder fails to furnish the Performance security within the specified time in the document

14. Period of validity of bids

The bid shall remain valid and open for acceptance for a period of 120 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.

15. Signing of the bids

15.1 **The bid shall be typed or printed only.** All pages of the bid document shall be numbered consecutively and shall be signed by the bidder as proof of having read the contents therein and in acceptance thereof.

15.2 All entries in the bid form should be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheet duly signed by the authorized signatory may be attached.

15.3 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case corrections shall be signed by the person / persons signing the bid.

16. Submission of Bid

Sealing, Marking & Submission

16.1 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 13.1 of these instructions to bidders.
- (ii) **Envelope No.2** Shall contain
 - (a) All the information and documents in the same serial order as given in p.3&4 of this tender document. A covering letter also should accompany the bid, and ;
 - (b) shall contain the rates / prices of the items duly filled in (schedule of rates) and signed and stamped. The bidder must fill up quoted price against each item in the space provided in the respective columns.

16.2 The above two envelopes shall bear the Name of the Work i.e. **Supply of CROCKERY & CUTLERY items to Lok Sabha Secretariat** along with Tender Number, due date and time and shall be sealed in a third envelope (third envelope also should bear the name of the work as described above along with tender number, due date and time) 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 25.10.2012 **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.

16.3 The bidders must have to submit samples of the **CROCKERY & CUTLERY** items for which rates are quoted along with their bids. Bids not accompanied by samples will be summarily rejected. The samples will be returned after selection of the bidder (to the unsuccessful bidders only).

16.4 Bids should be hand delivered at the address mentioned in clause 16.2

16.5 All the envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened, if required.

16.6 The bidder shall seal the bid.

17. Deadline for submission of bids

17.1 Bids must be submitted to the **Director (GP&GS), General Procurement Branch, Lok Sabha Secretariat, Parliament House Annexe, New Delhi** on or before the prescribed date and time i.e. on or before 25.10.2012 **2012 by 1500 hrs.**

17.2 No bids will be received/ accepted after the expiry of the prescribed date and time for submission of the bids

17.3 **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 deadline shall thereafter be subject to the new deadline as extended.

17.4 The responsibility for submission of the bids in time would rest with the bidder.

17.5 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;

17.6 Bids received, if any, by the Purchaser after the prescribed deadline/extended deadline for submission will be returned unopened to the bidder.

18. Modification and withdrawal of bids

18.1 The bidder may modify or withdraw his bid after submission provided that the written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of the bids.

18.2 The bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched as required in the case of bid submission in accordance with clause 16. A withdrawal notice may also be sent by telex/ fax but followed by a signed confirmation copy by post (which should be received by the Purchaser before the deadline for submission of bids

18.3 Subject to clause 17 no bid shall be modified subsequent to the deadline for submission of bids.

19 Bid Opening and Evaluation

Bid Opening

19.1 **Envelop No.1** containing the bid security shall be opened by **Pay and Accounts Officer (P&AO)** of Lok Sabha Secretariat **at 4 PM on the last date 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 photo identity card issued by the firm / employer and also a copy of the authorization as given in the **Annexure-2**

19.2 **Envelop No. 2** containing all the information, documents and duly filled in financial bid indicating the rates / prices as given in clause 16.2 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.

19.3 The empowered Committee shall examine/ evaluate the bids to determine whether they (i) fulfill the eligibility criteria, (ii) submitted the requisite documents (iii) meet the terms and conditions specified ,(iv) complied with all the instructions contained therein, (v) the requisite bid securities have been furnished; (vi) the bids have been properly signed and stamped; (vii) the bids are generally in order, 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.**

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

20. Process to be confidential

20.1 After the public opening of bids, information relating to the examination, clarification, evaluation and comparisons of bids and recommendations shall not be disclosed to bidders or other persons not officially concerned with such process.

20.2 Any effort by the bidder to influence the Purchaser in the process of examination, clarification, evaluation and comparison of bids and decision may result in the rejection of the bidder's bid.

21. 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 in accordance with Clause 23 hereof.

22. Determination of Eligibility & Responsiveness

22.1 The empowered Committee will determine whether the bid is **substantially responsive** to the requirements of the Bid documents. For the purpose of this clause, a substantially responsive bid is one which conforms to all the terms & conditions and specifications of the bid documents without any deviation or reservation.

22.2 **A bid which in relation to the cost estimates of the empowered Committee is unrealistically priced and which cannot be substantiated satisfactorily by the bidder may be rejected as non responsive.**

23. Evaluation and Comparison of Bids

23.1 Only such of the bids as have been determined to be substantially responsive to the requirements of the bid document, in accordance with Clause 22 will be evaluated. **The determination of bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.**

23.2 Bidders shall note that no preference of any nature will be given to any Bidder notwithstanding any custom, usage or instructions to the contrary.

23.3 Evaluation of the bids will take into account, in addition the bid amounts, the following factors;

- a) Arithmetical errors corrected in accordance with Clause 23.6
- b) Such other factors as may be considered to have a potentially significant impact on contract execution price and payments

23.4 Offers, deviation and other factors, which are in excess of the requirements of the bid documents or otherwise result in the accrual of unsolicited benefits to the Purchaser, shall not be taken into account in bid evaluation;

23.5 A bid determined as substantially non responsive will be rejected by the purchaser and shall not subsequent to the bid opening be made responsive by the bidder by correction of the non conformity.

23.6 Bids determined to be substantially responsive will be checked for any arithmetical errors in computation and summation. Errors will be dealt as follows:

- a) Where there is discrepancy between amounts in figures and in words, amount in words will govern;
- b) Incorrectly added totals will be corrected;
- c) In case there is any inconsistency between the rate and the value extended (after multiplication with the tender quantity), the rate quoted shall prevail;

If a bidder does not accept the correction of errors as outlined above, his bid is liable for rejection.

23.7 The purchaser may waive any minor infirmity or non conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

24. Contacting the Purchasers

24.1 Subject to clause 21 (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.

24.2 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.

25. Right to accept / reject any or all Bids

Notwithstanding Clause 23, the 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 obligations to inform the affected bidder or bidders of the grounds for the said action.

26. Notification of Award

26.1 Prior to the expiration of the prescribed period of bid validity, the **Director (GP&GS) General Procurement Branch** will notify the successful bidder by fax or e-mail or letter confirming in writing that his bid has been successful.

26.2 Upon furnishing of Performance Security Deposit by the successful bidder in accordance with the provisions of Clause 3 of Terms & Conditions of the Tender, **Director (GP&GS), General Procurement Branch** will promptly notify the unsuccessful bidders that their bids have been unsuccessful.

27. Annulment of the Award

27.1 Failure of the successful 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.

27.2 Purchaser reserves the right to disqualify the supplier for a suitable period who habitually failed to supply the item in time. Further, the suppliers whose items do not perform satisfactorily or do not match with the specifications may also be disqualified for a suitable period as decided by the Purchaser.

27.3 Purchaser reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient grounds.

SUPPLY OF CROCKERY & CUTLERY ITEMS TO LOK SABHA SECRETARIAT

Tender No. 8/ CROCKERY & CUTLERY/GPB/2012
Last date for submission of the bids 25.10.2012 (1500hrs)
Date of opening of bids 25.10.2012 (1600 hrs)

TERMS AND CONDITIONS OF THE TENDER

1. Application

The general conditions shall apply as formulated by the Purchaser for the procurement of Goods

2. Standards

2.1 The goods supplied shall conform to the standards, prescribed specifications mentioned there against the goods in the financial bid.

2.2 The bidder should furnish the **full specifications such as weight/ length/ quantity/size/make (brand/ company name) invariably of** the goods offered in the tender. No change shall be permitted after opening of bids.

3. Performance Security Deposit (PSD)

3.1. PSD @ 5% of order value of the contract will have to be made **within 7 days** of receipt of the communication of the selection of the bid in pursuance of clause 27.1 of instructions to the bidders.

3.2. PSD shall be in the form of (i) Demand Draft payable to **Drawing and Disbursing Officer, Lok Sabha**, (ii) Deposit receipt from a Nationalized Bank; or (iii) Bank Guarantee from a Nationalized Bank. In case PSD is in the form of bank guarantee, such a bank guarantee should be from a nationalized bank and in the form provided in the **Annexure-4**

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

3.4 PSD can be withheld or forfeited in full or in part in case the supply order is not executed satisfactorily within the stipulated period.

5. Settlement of disputes

All disputes, differences and questions arising out of or in any way touching or concerning this procurement 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 consent of the parties.

6. Mode of Payment

- 10.1 Payment against Bill / Invoice shall be released only after execution of the supply order and the quality of the items are found to the satisfaction of the LSS. Payment will be made direct to the supplier through **A/c payee cheque only**.
- 10.2 No request for other mode of payment will be entertained. **No advance payment will be made in any case.**

7. Change in quantity

Quantity given in the financial bid is approximate. It may likely to vary.

8. Purchaser's Rights

- 8.1 The 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.
- 8.2 The LSS reserves the right to procure the items through more than one Bidder.
- 8.3 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 and also during the course of the execution of the supply.
- 8.4 If a firm 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. EMD/performance security shall be forfeited.

9. Delivery

The delivery of the **CROCKERY & CUTLERY** items should be in full (as required).

10. The Inspection Team of Lok Sabha Secretariat shall inspect the items on receipt to examine whether the items supplied are in conformity with the sample approved in terms of quality, size, colour, shade, dimensions, etc. In case the inspection team rejects the consignment for not conforming to the approved sample, the supplier has to replace the consignment ensuring conforming to the approved sample within the given time..

11. Penalty for substandard / inferior quality

A penalty of 20% of P.O shall be imposed on the supplier for supplying the said **CROCKERY & CUTLERY** items which are sub-standard (inferior quality)/ not as per approved sample, if any. Further the firm is liable for blacklisting.

12. Validity of rates

Rates quoted should be valid for one year from the date of opening of the bid. Bids quoting the rates valid for periods less than one year will be considered non responsive.

SUPPLY OF CROCKERY & CUTLERY ITEMS TO LOK SABHA SECRETARIAT

Tender No. 8/ CROCKERY & CUTLERY/GPB/2012.
Last date for submission of the bids 25.10.2012 (1500hrs)
Date of opening of bids 25.10.2012 (1600 hrs)

INFORMATION / DOCUMENTS TO BE SUBMITTED ALONG WITH THE BID

- 1 Name of the bidder:
- 2 Address of the bidder :
3. Contact Details of the bidder :
 - (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:
6. Bidder's bank and its address and his current account number:
7. Registration and incorporation particulars of the bidder indicating legal status such as company, partnership / proprietorship concern, etc (Pl. attach copies of the relevant documents/certificates)
8. CST/VAT/Excise Duty/TIN, etc. registration details (Pl. attach copies of the relevant documents/certificates)
- 9 copies of Permanent Account Number (PAN)/Income Tax Circle/TIN of the bidder
10. Copies of Income Tax Returns filed for the last three years should be attached
11. Annual turnover for the last three years
(Audited a/c statements such as P&L a/c, balance sheets, etc for last three years should be attached)
12. Proof of experience in supplying the **CROCKERY & CUTLERY** to PSUs/Govt. Depts
(Copies of two Purchase Orders received from Govt. depts./ PSUs during each of the last three years should be enclosed).
13. Declaration regarding blacklisting or otherwise by the Govt. Departments/PSUs as given in **Annexure -I**
14. The tender document (all pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed.
15. Details of Award / Certificates of merit etc.if any, received from any organization
(Please attach copy of the certificates, if any)

- 16. Duly filled in authorization for attending bid opening (**Annexure- 2**)
- 17. Any other information document: please specify

N.B. Bidders 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 Firm.....
Authorised Signature & Seal of the Firm

SUPPLY OF CROCKERY & CUTLERY ITEMS TO LOK SABHA SECRETARIAT

Tender No. 8/Crockery & Cutlery/ GPB/2012
Last date for submission of the bids 25.10.2012 (1500hrs)
Date of opening of bids 25.10.2012 (1600 hrs)

Schedule of Rates (Financial Bid)

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	Name of the item	Quantity (approx) required	MRP per Unit (Rs.)	Rate per Unit offered to LSS (Rs.)	VAT (Rs.), If any.	Excise Duty (Rs.), If any.	Total (5+6+7) Rs. in figures	Total In Words (Rs.)
			4	5	6	7	8	9
01	Full plate – Dia – 10” Design Width (gold)– 1.3” Thickness of gold 4 mm	600 Nos.						
02	Qtr. plate – Dia – 7”	600 Nos.						

	Design Width (gold)- 1" Thickness of gold 4 mm							
03	Tea Cup – Dia – 2.5" Design Width (gold)- 1" Thickness of gold 2 mm	600 Nos.						
04	Tea Saucer – Dia – 5" Design Width (gold)- 1" Thickness of gold 2 mm	600 Nos.						
05	Rice Bowl – Dia – 4.8" Design Width (gold)- 1" Thickness of gold 4 mm	600 Nos.						
06	Small Bowl (Donga), Dia-6" Design Width (gold)- 1" Thickness of gold 4 mm	600 Nos.						
07	Soup Bowl, Dia-4.5" Design Width (gold)- 1" Thickness of gold 4 mm	600 Nos.						
08	Soup Plate (Qtr.), Dia-7" Design Width (gold)- 1" Thickness of gold 4 mm	600 Nos.						
09	Soup Spoon, Dia- 5.5x1.7" Design Width (gold)- NA Thickness of gold 1 mm	600 Nos.						
10	Rice Plate, Dia-11" Design width (gold)-1.3" Thickness of gold 5"	600 Nos.						
11	Curd bowl, Dia-6.5" Design width (gold)-1" Thickness of gold 4"	600 Nos.						
12	Salt Set Height 3" Design width (gold)-1" Thickness of gold 2"	600 Nos.						
13	Coffee Cup, Dia – 2.2" Design width (gold)-1" Thickness of gold 2"	600 Nos.						
14	Coffee Saucer, Dia – 5" Design width (gold)-1"	600 Nos.						

	Thickness of gold 2"							
15	Butter Pot (Riece Bowl small), Dia – 3" Design width (gold)-1" Thickness of gold 4"	600 Nos.						
16	Mil Pot, Dia – 3" Design width (gold) – 1" Thickness of gold 2"	600 Nos.						
17	Sugar Pot, Dia – 2.5" Design width (gold) – 1" Thickness of gold 2"	600 Nos.						
18	Desert dish (Oval plate), Dia – 8" Design width (gold)-1" Thickness of gold – 4"	600 Nos.						
19	Half plate, Dia-10" Design width (gold)-1.3" Thickness of gold – 4"	600 Nos.						
20	Additional Cup – Dia – 3" Design Width (gold)- 1" Thickness of gold 2 mm	600 Nos.						
21	Additional Saucer – Dia – 6" Design Width (gold)- 1" Thickness of gold 2 mm	600 Nos.						

Note: Samples of the above items are required for selection of the Committee. Without samples, tender will not be accepted. Catalogue card for the above items will also not be accepted.

Dated..... Name & Address of the firm

Authorised Signature & Seal of the Firm

SUPPLY OF CROCKERY AND CUTLERY ITEMS TO LOKSABHA SECRETARIAT

Tender No. 8/ CROCKERY AND CUTLERY/GPB/2012
Last date for submission of the bids 25.10.2012 (1500hrs)
Date of opening of bids 25.10.2012 (1600 hrs)

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 Tenderer)

SUPPLY OF VIP CROCKERY & CUTLERY TO 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 supply 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 breach 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 for 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) / supplier (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)/ supplier (s) shall have not 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 affect 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 full paid and its claims satisfied or discharged or till -----
(Secretariat) certifies that the terms and conditions of the said Agreement have been full 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 any of the 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 constitution to the Bank or the contractor (s)/ supplier (s).

7. We (name of the Bank) ----- lastly undertake not to revoke this guarantee during its currency except with the pervious consent of the 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:- -----