

LOK SABHA SECRETARIAT
(GENERAL PROCUREMENT BRANCH)

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

L. No. 9/14/2015-16/GPB/LSS

10 May, 2016

From

K.C. Pandey
Under Secretary

To,

(All concerned)

Subject: Quotation for supply of White shirts to Lok Sabha Secretariat

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure **White shirts for officers/staff**. The specification along with quantity of items to be procured is at **Annexure-I**.

2. You are requested to submit quotation in your letter head for the items mentioned at Annexure-I **BY HAND** in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover **immediately or latest by 30 May, 2016**. 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,

Sd/-

UNDER SECRETARY
Tel. Nos. **2303 4408**
2303 4410

ANNEXURE-I

Sl. No.	Description of Items	Max. price ceiling (excluding VAT) in Rs.	Qty. required	Make/ Brand offered	MRP In Rs.	Rate per unit (in Rs.)	VAT/ ST/ ED, etc. (Rs.), If any.	Total Rs. in figures
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8) [(6) + (7)]
1.	White shirt (full sleeve) for Officers of Protocol/PSS	599/-	77					
2.	White shirt (full sleeve) for Staff of Protocol/PSS	500/-	387					

NB: *Samples of the items should accompany the bids. Bids without samples will not be considered. Each sample should have MRP, make/model and Article Number.*

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

ANNEXURE-II

TERMS AND CONDITIONS FOR SUPPLY OF WHITE SHIRTS TO LOK SABHA SECRETARIAT

1. Bidder should be authorized distributor/dealer/Registered Supplier of the items. (Copy of authorization from manufacturer should be enclosed).
2. Bidder should not have been blacklisted by the Departments/Ministries of the Government of India/PSUs/Autonomous Bodies. (submit undertaking).
3. The rates/ prices should be quoted in Indian Rupees only in words as well as figures. Excise duty, sales tax, VAT, 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. (Free delivery at Lok Sabha Sectt. Livery Store).
6. Items to be supplied should be genuine. If any item is found to be of a substandard (inferior quality)/substitute and not conforming to the required sample/specifications, the bidders/firms will not only have to replace the same with genuine ones but they are also liable to be blacklisted.
7. 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 entertained. Sealed quotation should be super scribed as “**Quotation for White shirts to Lok Sabha Secretariat**”.
8. This Secretariat will have the authority to select more than one firm for supply of items.
9. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill.
10. 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.
