

FROM

GENERAL PROCUREMENT BRANCH

TO

**Subject: Request for Quotation for supply of Envelopes of different dimensions/ sizes, File covers and file folders from NGOs exclusively engaged in the welfare of disabled- physically handicapped, mentally challenged and visually impaired)**

Sir/Madam,

I am directed to state that this Secretariat intends to procure **envelopes of different dimensions/ sizes, File covers and file folders for its official use** exclusively from the NGOs engaged in the welfare of disabled – Physically handicapped, mentally challenged and visually impaired as per the details given below:

Sl. No.	Name of the item	Dimensions /sizes/thickness /GMS	Price per piece
1.	Envelopes CF-3/5 Single Colour printing Star make ( As per sample)	11''X 5'' , 100GSM	
2.	Envelopes CF - 6/7- Double Colour printing Star make (As per sample)	13.2''X10'', 100GSM	
3.	Envelopes- CF-8- (Single colour printing Star make. (As per sample)	16''X12'', 100 GSM	
4.	Envelopes Small Plain (as per sample )	6 1/2'x 4 1/2''	
5	Envelopes Oblong (as per sample )	9 1/2'x 4 1/2''	
6	Yellow colour envelopes	---	
	(i) With laminated lining (as per sample )	5''X11''	
	(ii) with cloth lining ( as per sample )	5''X 11''	
7	Yellow colour envelopes-	-----	
	(i) With laminated lining ( as per sample )	10''X13''	

	(ii) With cloth lining ( as per sample)	10''X13''	
8	Yellow colour envelopes	16''X12''	
	(i) With laminated lining (as per sample )	16''X12''	
	(ii) With cloth lining (as per sample )	16''X12''	
9	File folders (as per sample)		

2. The terms and conditions, instructions to the Bidders, etc may be seen in the tender document enclosed herewith for information and necessary action. The tender document can also be downloaded from [www.loksabha.nic.in](http://www.loksabha.nic.in).

3. Bidders are requested to go through the instructions and terms and conditions contained in the bid document before furnishing their rates.

Yours faithfully,

(Deputy Secretary)

Ph.no.23034408/23034410

Encl. as above

## **Limited Competitive Bidding exclusively for NGOs for procurement of specified stationary items**

### **INSTRUCTIONS TO THE BIDDERS**

#### **1. Eligibility of the bidders: The NGOs should**

- (i) have been registered under the Societies Registration Act, 1860 or the Indian Trust Act, 1882
- (ii) have been receiving or had received Grants- in- aid from the Ministry of social justice and Empowerment during any of the last five years or should have been meeting the requirement of receipt of Grants-in -aid from the Ministry of Social Justice and Empowerment.
- (iii) have been registered with the Ministry of Home Affair in case the NGO is receiving /had received foreign donations under Foreign Contributions ( regulation ) Act, 1976
- (iv) have been recognized by Ministry of Finance (Dept. of Revenue- CBDT) presently or in the past during the last five years for exemption u/s 80 G or any other section of the Income Tax Act, 1961.
- (v) not have been banned / blacklisted by the (a) Ministry of Social Justice and Empowerment, (b) Ministry of Home Affairs, (c) Ministry of Finance (Dept. of Revenue- CBDT) ; and (d) any other Regulatory Authority/Agency/ Ministry for contravening provisions of the respective laws / rules/ regulations / administered by either of the aforementioned ministries/ regulatory agencies. (An undertaking has to be furnished by the NGO as per **Annexure-I**)

#### **2. Documents required to be submitted along with quotations.**

The NGOs are required to submit the **photocopies** of following documents ( the originals will have to be shown at the time of awarding of the contract , failing which their bids will be summarily/out-rightly rejected and will not be considered any further:

- (i) Registration certificate under the Societies Registration Act, 1860 or The Indian Trust Act, 1882
- (ii) Registration with M/o Social Justice and Empowerment stating whether presently it is in receipt of Grants- in- Aid or in the past ( during the last five years) / or eligible to receive Grants in aid from the Ministry of social justice and Empowerment.

- (iii) Registration with M/o Home Affairs (in case the NGO is in receipt of/ had received donations from abroad during any of the last five years) under Foreign Contributions (Regulation) Act, 1976; Proof of recognition by the M/o Finance (Dept. of Revenue- Central Board of Direct Taxes) by way of exempting donations received by the NGO u/s 80 G or any other provision of the IT Act, 1961.
- (iv) Proof of experience in supplying to Govt. Depts/ PSUs, if any.
- (vi) Declaration of not being blacklisted or otherwise by the Govt. Depts / PSUs  
**(Annexure-1)**
- (vii) Certificate of merit/commendations from Govt. agencies, if any.

### **3 Certificate of in house manufacturing**

A Certificate, stating that the said stationary items are indigenously made by the children / persons with disability only and making of such items has not been outsourced to any other agency/ procured from the market as a finished product, has to be given by the NGO selected for supplying the items. The Certificate has to be on the letterhead of the NGO and has to be signed by the head of the NGO **(Annexure-2)**.

### **4. Mode of Submission and last date for submission**

Quotations along with the relevant documents in a sealed envelope should be addressed to the **Deputy Secretary (GP), Lok Sabha Secretariat, Room No.408, Parliament House Annexe, New Delhi**, and must reach on or before **16 June , 2011 by 3.00 P.M.** Tenders may be hand delivered at the afore mentioned address. If the date up to 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.

### **5. Rejection of incomplete and conditional tenders**

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

### **6. No withdrawal after submission of bids**

No bidders will be allowed to withdraw after submission of bids/ opening of the tender

## **7. 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

## **8. Extension of last date at the Discretion of LSS**

The Deputy Secretary (GP), 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.

## **9. Samples of the items**

The NGOs are requested to obtain the samples of the items being used by LSS before quoting the rates. The supply of items which are not in conformity with the samples given will be rejected summarily.

## **10. Inspection**

Officers of the LSS may carryout surprise inspection to find out whether the items are made by the children / persons with disability only or not. Incase during the surprise inspection it is found that these items are not made by the persons concerned / work is found to be outsourced to some other firm or agency or procured from the open market as a finished product, suitable action including blacklisting will be taken. The action taken will also be intimated to the ministries and regulatory agencies concerned for taking necessary action as they deem fit.

## **11. General**

The bidders 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 the contract.**

12. 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.

## **TERMS & CONDITIONS**

### **Rates/ Prices.**

1. The rates should be quoted in Indian Rupees in figures as well as in words
2. Rates should be valid for **at least one year** 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 Freight on Destination (Free delivery at LSS)

### **Penalty**

4. If the NGO leaves the supply without completing it, the LSS will blacklist the NGO and it will be debarred from competing for future contracts reserved exclusively for NGOs.

### **Settlement of disputes**

5. 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 enlarge the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

### **Rights of Lok Sabha Secretariat**

6. 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.
7. The LSS reserves the right to award the tender to more than one bidder.
8. 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.

9. The LSS reserves the right to reject the goods supplied in case they are of inferior quality and are not of requisite standards.

#### **Delivery**

10. Normally Purchase Orders (POs) will be issued once in a quarter. The delivery of the stationary items has to be effected **within 20 working days** of placing the order. However, LSS reserves the right to change the above schedule of supply depending upon their urgent requirement especially during Parliament Session.

#### **Mode of Payment**

11. Payment against Bill / Invoice shall be released only after supply and observance of satisfactory performance of the items. No interest will be payable on the delayed supply of the item. Payment will be made direct to the supplier through **A/c payee cheque only within ten days of submission of the bills**. No request for other mode of payment will be entertained. **No advance payment will be made in any case.**

#### **General /others**

12. The bidders 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 it liable for blacklisting/ debarring from participating in future contracts with LSS.

#### **Non transferability**

13. This tender is non transferable.

#### **Selection criteria**

14. The lowest rates quoted by the NGO(s) fulfilling the required eligibility criteria will be intimated to all other the NGOs fulfilling the required eligibility criteria. In case of their approval to match the lowest rate, the Purchase Order for the entire quantity will be **apportioned** among these NGOs preferably working in different segments of the disability – **Physically handicapped, mentally challenged and visually impaired-** subject to their meeting of quality parameters and delivery schedules.

**Supply of Stationary Items**

Tender No.1/stationary items /NGOs / 2011-LSS dated 24.05.2011

**DECLARATION**

The Deputy 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 supply the items as per the terms and conditions and as stipulated in the Purchase Orders

3. I/We further undertake that NGO is not blacklisted by the Ministries of (i) Social Justice and Empowerment, (ii) Home Affairs, (iii) Finance (Dept. of Revenue - Central Board of Direct Taxes),and ; (iv ) any other Regulatory Authority/Agency/ Ministry for contravening provisions of the respective laws / rules/ regulations / administered by either of the aforementioned ministries/ regulatory agencies.

4. In the event of my/our NGO being blacklisted for whatever the reasons, the same will be intimated to the LSS within 10 days of receipt of the same from the concerned authority / ministry

Yours faithfully,  
(Signature of the Tenderer)

Name:

Designation with Seal of the Firm

Date:



**Supply of Stationary Items**

Tender No.1/stationary items /NGOs / 2011-LSS dated 24.05.2011

**UNDERTAKING**

The Deputy Secretary (GP) ,  
General Procurement Branch  
Lok Sabha Secretariat,  
Parliament House Annexe,  
New Delhi-110001.

Dear Sir,

I/We do hereby state that the stationary items are indigenously made by the children / persons with disability working in this NGO only and making of such items has not been outsourced to any other agency/ procured from the market as a finished product.

Yours faithfully,

(Signature of the Head of the NGO)

Name:

Designation with Seal of the NGO

Date: