

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

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

L. No. 32/2/1/2014/GPB

Dated: January 21, 2014

From

K.C. Pandey  
Under Secretary

To,

(All Concerned)

**Subject: Quotation for supply of various items to Lok Sabha Secretariat.**

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure various items **(As per samples)**. The specification along with quantity of items 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 31 January, 2014**. 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	Qty.	MRP of item (in Rs.)	Rate per unit (in Rs.)	VAT/ ST/ ED, etc. (Rs.), If any.	Total Rs. in figures	Total in Words (Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7) [(5)+(6)]	(8)
1	Agarbatti, Haridarshan	100 packets					
2	Naphthalene balls (Bengal Chemicals) (1 Kg packet)	50 Kgs.					
3	Odonil Stick, Dabur	500 nos.					
4	Washing Powder, VIM (Ultra) (1 Kg packet)	100 Kgs.					
5	Glass & Household Cleaner, Colin, Reckitt Benckiser (500 ml)	300 nos.					
6	Glue Bottle, Camelin/Kores, (300 ml)	50 nos.					
7	Jute Twein, 4 ply	200 Kgs.					
8	Paper weight, Good quality	100 nos.					
9	Shorthand Pencil, Apsara	300 nos.					
10	Transparent Tape, Wonder (Size - ½ inch broad, 65 m length)	500 nos.					
11	Brown Tape, Apex 365 PVC Tape (Size – 3 inch broad, 65 m length)	100 nos.					

Sl. No.	Description of Items	Qty.	MRP of item (in Rs.)	Rate per unit (in Rs.)	VAT/ ST/ ED, etc. (Rs.), If any.	Total Rs. in figures	Total in Words (Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7) [(5)+(6)]	(8)
12	Foot Rule (size- 30 cm ), Natraj	100 nos.					
13	Rubber Band (Nylon), Good quality, (1 Kg packet)	200 pkts.					
14	Stamp Pad (Blue), Ashoka/Supreme/Kores	100 nos.					
15	Dry Cell, Big (Eveready)	300 nos.					
16	Pen Ordinary (Ball pen) (Price Range – Rs. 3/- to Rs. 5/-)	5,000 nos.					
17	Eraser, Natraj, Plasto 661	1,000 nos.					
18	White Fluid Correction Pen, Camlin	300 nos.					
19	Attendance Register, Neeraj	300 nos.					

Warranty/Guarantee:- .....

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

**ANNEXURE-II**

**TERMS AND CONDITIONS FOR SUPPLY OF VARIOUS ITEMS TO LOK SABHA SECRETARIAT**

1. **Bidder should be an Indian company/firm engaged in supply of stationery items and having its Office (head office/ regional/Branch Office) in Delhi/NCR.**
2. Bidders are requested to examine the ITEMS in respect of which examination of the samples is required before quoting the rates. The samples may kindly be seen in General Procurement Branch, Room No. 408, Lok Sabha Secretariat (Ph no. 23034408, 23034410) between **1500 hrs to 1700 hrs on all working days**. Items for which rates are quoted should be similar to the items available with the General Procurement Branch in terms of **quality, colour, shade, size/ dimension & weight**. Items supplied by the bidder which are not in conformity with items available with the Purchaser will be summarily rejected. Bidders are also required to give an undertaking (**Annexure-III**) to the effect that the items for which rates are quoted by them are identical/similar to those seen in the General Procurement Branch in terms of **unit, brand/make, colour/shade, quality, size and weight**.
3. **The bidders must have to submit samples of the Items for which rates are quoted along with their bids. Bids not accompanied by samples will summarily be rejected. The samples will be returned after selection of the bidder (to the unsuccessful bidders only)**
4. Bidder should not have been blacklisted by the Departments/Ministries of the Government of India/PSUs.
5. The rates/prices should be quoted in Indian Rupees only in words as well as figures. 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.
6. The bid shall remain valid and open for acceptance for a period of 60 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.
7. 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.**
8. If any item is found to be of a substandard (inferior quality)/substitute and not conforming to the required specifications (**as per sample**), the bidders/firms will not only have to replace the same with genuine ones but they are also liable to be blacklisted and EMD submitted by bidder will be forfeited.

9. The Earnest Money Deposit (EMD) @2% of the bid value should be in the form of Demand Draft/Banker's Cheque drawn in favour of Drawing and Disbursing Officer, Lok Sabha. Tender received without EMD or EMD for lesser amounts will be summarily rejected. **However, firms which are registered with LSS are exempted from furnishing bid security (Earnest Money Deposit).** The EMD in respect of the bidders/firms, which is/are not selected, shall be returned to them within 30 days without any interest after finalization of tender. However, EMD in respect of successful bidder will be released after effecting supply of items. EMD will be forfeited if the bidders withdrew after submission of the bids or opening of the tenders.

10. 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 superscribed as "**Quotation for supply of various items to Lok Sabha Secretariat**". Quotations through Telegraphic/Telex/Fax/E-mail will not be accepted and ignored straightaway.

11. 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.

12. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill.

13. The quotations, complete in all respects, should be submitted in a prescribed form in sealed envelope addressed to the **Under Secretary (GP), Lok Sabha Secretariat, Room No. 408, Parliament House Annexe, New Delhi** and must reach on or before **31.01.2014**.

14. If a firm violates any of these terms & conditions, it shall be blacklisted and its EMD shall be forfeited.

15. 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 entertained.

**UNDERTAKING**

From

M/s. ....  
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To

Under Secretary,  
General Procurement Branch  
Lok Sabha Secretariat,  
Parliament House Annexe,  
New Delhi-110001.

Dear Sir/Madam,

This is to inform that I / we have physically examined the samples on .....  
of the items for which I/ we have quoted our rates. In case of the tender going in our  
favour, I/we agree to supply the items as per the samples examined (in terms of quality/  
colour/shade/make /weight/ size, etc.)

Yours faithfully,

(Signature of the Tender)

Name:

Designation with Seal of the Firm

Date: