

LOK SABHA SECRETARIAT
NOTICE DOCUMENT FOR 'REGISTRATION OF FIRMS'

Applications are invited from the manufacturing firms, authorized distributors and reputed suppliers/services providers **having their offices in Delhi/NCR** who wish to register themselves with this Secretariat for the supply/services of various items whose broad specifications are listed below under respective heads i.e. **Sl.No.1 to 9 :-**

SL. NO. 1 - STATIONERY ITEMS

- (i) **Paper & Paper based Stationery Items:** Photocopier papers, coloured photocopier & printing papers, fax rolls, shorthand notebook, spiral note book, peon book, registers, envelopes, File bands/Boards, Post it Pad, Card Board Blotting Pads, folders, etc.
- (ii) **Other Stationery Items:** Plastic Jugs, Plastic Tray, Ink for numbering machine/stamp pad, scales, Paper/Drawing Pins, Pin Cushion, Stapler Pins, Needles, Gem Clips, Blades, Punch, Scissors, Glue bottles/Sticks, Cello/Brown Tape, Confidential stickers, Sealing Wax Candles, Tags, binding work, etc.
- (iii) **Writing Instruments/Correcting Fluids:** Pens, pencils, erasers, Permanent marker, correcting fluid, Jotter Refills, etc.

SL. NO. 2 - LOCAL PURCHASE ITEMS

Dry Cells, Glasses, Covers for Tumbler, All out machine/refill, plastic name cubes, folders, engagement pad, candles, blades, towels, other items which are not covered under any specified heads and various types of demand based items.

SL. NO. 3 - SANITARY ITEMS

Cleanzo, Phenyle, Finit Oil, Toilet Acid, Colin, Dusters, Harpic, Soap, Liquid Soap, Seeping Swab, Floor Wipers, Brooms, Naphthaline balls/cubes, Odonil, Room freshener, plastic mugs, tissue papers, toilet papers, scrub pads, dust pan, all out machine, all out refill, good night, mat, hand scrubber, pril liquid, brush commodes, washing powder, hit, etc.

SL. NO. 4- SOUVENIR ITEMS

Pen Stands, Marble items like marble box, water marble, brass items like wall plate, flower vases/flowerpot, key chains, paper weights, tea sets/cups/saucers, bowls, coaster sets, bags of different varieties & make, silk scarfs (gents & ladies), ties wallets/purses, Calculators, Colour pencils/oil pastel, napkin stand, wooden boxes of various sizes & shapes, watch set, wooden elephant & other animals, clocks, etc.

SL. NO. 5- GIFT ITEMS

Gifts for Conferences, bags, briefcases, regional-scarfs/stoles, bed sheets and work relating to banners/hoardings on Conferences, etc.

SL. No. 6 -LIVERY ITEMS AND TAILORING SERVICES

Terricot/Cotton/Woollen Cloth, Shoes/Bellies, Sarees, Black & Khaki Socks, Blankets, Jersey, Mulmul Pugree, Rain Coats, Leather jackets/Gloves, Kulla Zariwala, Umbrellas, Ground Sheet, Mosquito Nets, Gum Boots, Shirts, Neck Ties, Dangri, Driver/Sanitary caps and cloth for ceremonial uniforms, etc. items and tailoring services for stitching of official and ceremonial uniforms.

SL. NO. 7 - MACHINERY ITEMS

Copy Printers, Colour Printing Production Machines, Photocopier Machines, Fax Machines, Paper Shredders, Weighing Machines, Heavy Duty Punching Machines, Vacuum Cleaners, Heavy Duty Cutting Machines, Addressograph Machines, Franking Machines, Lamination/Spiral Binding Machines, Book/paper/luggage trolleys, DVD/CD players, Calculators, AMC/CMC for various machines like photocopies, fax, etc.

SL. NO. 8 - MACHINE/COMPUTER CONSUMABLE ITEMS

Toner/inkjet cartridges/drum unit for Computer Printers & Fax Machines, UPS batteries, CDs, DVDs, DVC Pro Cassettes, reconditioning/remanufacturing of toner cartridges.

Sl.No.9 – SERVICES OF MACHINES

Copy Printers, Colour Printing Production Machines, Photocopier Machines, Fax Machines, Paper Shredders, Weighing Machines, Heavy Duty Punching Machines, Vacuum Cleaners, Heavy Duty Cutting Machines, Addressograph Machines, Franking Machines, Lamination/Spiral Binding Machines, heavy duty calculators, etc.

Eligibility for the registration

- (i) should have minimum **3 years** of experience of supplying/services the items for which the firm is interested to be registered in bulk to Government/Public Departments.
- (ii) should have minimum turnover of **Rs. 20 lakh** per annum during each of the last three years.
- (iii) should have not been blacklisted by the Departments/Ministries of the Govt. of India.

Documents / Certificates to be submitted for registration

Applicants are required to submit the photocopies of following documents, failing which their applications will be summarily/out-rightly rejected and will not be considered any further:-

- (a) Registration certificate as per existing norms;
- (b) Copy of CST/VAT/TIN Registration Certificates;
- (c) Copy of PAN/GIR Card;
- (d) Certified Copies of Income Tax Returns filed for last three 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/servicing to Govt./PSUs/Autonomous Bodies of Govt. of India for last three years;
- (g) Copy of address Proof Office/premises from where business is being operated.
- (h) Authorization Certificate from the manufacturing firm for supplying the items, if any;
- (i) Copy of Service Tax registration certificate(in case firm is applying for services of the item)

Process of applying

Eligible parties having **their offices in Delhi/NCR** may submit their applications(as per **Annexure-I**) in their letter heads along with necessary documents and a Bank Draft for Rs. 5,000/- (Rupees Five Thousand Only) as registration fee(non-refundable and non-transferable) for each head(i.e. Sl.No.1 to 9) drawn in favour of 'Drawing and Disbursing Officer, Lok Sabha' payable at New Delhi to **General Procurement Branch, Room No.408, Lok Sabha Secretariat, Parliament House Annexe, New Delhi-110001** latest by the **07th March, 2016**. One firm may be applied/registered for more than one head. Accordingly, separate application and fee should be submitted for each head(sl.no.1 to 9). Application without or lesser amount of registration fee will be summarily rejected. However, KB/NCCF and Govt. agencies are exempted from furnishing Registration fee. The registration is valid for three years from the date of issue of the order. Final decision on registration of the firm will be declared only after verification of information. This Secretariat reserves the right to reject or accept the registration letter of any party without assigning any reason and also to cancel the registration of listed firms, if any, after serving one month notice of cancellation. No application by Fax/E-mail will be entertained. Conditional applications shall be summarily rejected. Further, Addendum/Corrigendum, if any shall be uploaded onto website of Lok Sabha only.

APPLICATION FOR THE REGISTRATION OF FIRMS

Tender No. 11/2/2016/GPB

1. Application for supply of following items
(Please mention the details of items to be supplied with Head name & Number(Sl.No.1 to 9)
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.....
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(Separate application and fee(Rs.5,000/-) to be submitted for each head(Pl. see Sl.No.1 to 9 of the Notice document), in case firm desire to apply/register more than one head.

2. Details of Bank draft of required amount of fee
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3. Name of the Firm/Agency/Company:

4. Address of the Firm:
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5. Contact Details of the Firm/Agency/Company:

(a) Tel. No. with STD (O)..... (Fax).....(R).....

(b) Mobile No.....(c)E-mail.....

(d) Website.....

6. Name of Proprietor/Partners/Directors of the firm/agency:
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7. Bidder's bank Details:-

(i) Name of Account Holder:.....

(ii) Complete A/c No. (Current/Saving).....

(iii) Name of Bank

(iv) Name of Branch with complete Address
.....
.....

(v) IFS Code of Branch
.....

(vi) 9 Digit MICR Code of Branch
.....

(Attach one copy of cancelled cheque leaf after cutting the cheque number).

8. Registration and incorporation particulars of firm :

.....
(Pl. attach copies of the relevant documents/certificate)

9. CST/VAT/Excise Duty/TIN/Service registration details:
.....
(Pl. attach copies of the relevant documents/certificates)
10. Permanent Income Tax Number (PAN)/Income Tax Circle
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11. Copies of Income Tax Returns filed for the last three financial years
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(Pl. attach certified copies of last three years Income Tax Returns)
12. Annual turnover for the last three financial years
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(Audited a/c statements such as P&L a/c, balance sheets, etc for last three financial years should be attached)
13. Original copy of authorization certificate from manufacturing firm (in case the firm is not a manufacturer of the item) for supplying the items, if any
14. Proof of experience in supplying the items to Govt. Depts/ PSUs/Autonomous Bodies
(Copies of two Purchase Orders received from Govt. Depts./PSUs during each of the last three years should be enclosed)
- 15 Declaration regarding blacklisting or otherwise by the Govt. Departments as given
Annexure –II
16. The tender document (all pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed.
17. Any other information document: please specify.

N.B. Applicant 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

Encls.: As Above

DECLARATION FOR THE REGISTRATION OF FIRMS

Tender No. 11/2/2016/GPB

From

M/s.
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To

**The Director (GP S&SCTC),
General Procurement Branch
Lok Sabha Secretariat,
Parliament House Annexe,
New Delhi-110001.**

Dear Sir,

I/We have read and understood the contents of the 'Notice document for the registration of firms' and agree to abide by the terms and conditions of this Notice.

2. 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 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 banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Proprietor/Partner)

Name:

Designation with Seal of the Firm

Date: