

**LOK SABHA SECRETARIAT
(GENERAL PROCUREMENT BRANCH)
PARLIAMENT HOUSE ANNEXE, NEW DELHI – 110001
TEL 2303 4408/TELE FAX 2303 4410**

NOTICE INVITING APPLICATION FOR REGISTRATION OF FIRMS

Tender No. LAFEAS-GPB028/1/2018-GPB

Applications are invited from the Manufacturing Firms, Authorized Distributors and Reputed Suppliers/Service Providers having offices in Delhi/NCR and willing to register themselves with Lok Sabha Secretariat(LSS) for Supplying/Services under various Heads. Interested Parties may apply for registration in the Prescribed Proforma(**Annexure-I & II**) on their Letterheads. Applications, duly filled, along with necessary Documents should reach **General Procurement Branch, Room No.408, Lok Sabha Secretariat, Parliament House Annexe, New Delhi-110001 latest by the 29th August, 2018**. Notice/Proforma may be downloaded from Lok Sabha Secretariat website www.loksabha.nic.in. However, it is clarified that the Firms presently registered with LSS need not apply.

**Sd/-
Additional Director (GP&PAC)
Lok Sabha Secretariat, New Delhi**

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 Note Books, Spiral Note Books, Peon Books, 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 Pads, 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 Pads, 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, Napthaline Balls/Cubes, Odonil, Room fresheners, Plastic Mugs, Tissue Papers, Toilet Papers, Scrub Pads, Dust Pans, All Out Machine, all out Machine Refills, Good Nights, Mats, Hand Scrubbers, Pril Liquid, Brush Commodes, Washing Powder, Hit, etc.

SL. NO. 4- SOUVENIR ITEMS

Pen Stands, Marble items like Marble Boxes, Water Marble, Brass Items like Wall Plates, 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 Pastrels, napkin stand, wooden boxes of various sizes & shapes, watch set, wooden elephant & other animals, clocks, etc.

SL. NO. 5- GIFT ITEMS

Gifts for Conferences like Bags, Briefcases, Regional-Scarfs/Stoles, Bed Sheets and Work relating to Banners/Making Hoardings for Conferences, etc.

SL. No. 6 -LIVERY ITEMS AND TAILORING SERVICES

Terricot/Cotton/Woolen Cloth, Shoes/Bellies, Sarees, Black & Khaki Socks, Blankets, Jersey, Mulmul Pugree, Rain Coats, Leather jackets/Gloves, Kulla Zariwala, Umbrellas, 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.

Contd..2/-

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.

SI.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) Experience in Supply/Services to Government/PSUs/Autonomous Bodies of Government of India;
- (ii) should give an Undertaking for not being Blacklisted by the Departments/Ministries of the Government of India;
- (iii) Should have GST Registration/PAN; and
- (iv) Should provide Audited A/c Statements (Balance sheets and Profit & Loss A/c) and Income Tax Returns of last three financial years.

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 /copy of GST Registration/PAN;
- (c) Certified Copies of Audited A/c Statements(Balance sheets and Profit & Loss A/c) and Income Tax Returns of last three Financial Years;
- (d) Proof of experience in supplying/servicing in the concerned Head to the Government/PSUs/Autonomous Bodies of Government of India for last three years;
- (e) Copy of Address Proof Office/Premises from where business is being operated.

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 to **General Procurement Branch, Room No.408, Lok Sabha Secretariat, Parliament House Annexe, New Delhi-110001** latest by **29.08.2018**. One Firm may be applied/registered for more than one Head. Accordingly, Separate Application should be submitted for each Head(sl.no.1 to 9). The registration is valid for five years from the date of issue of the order. Firms applying for registration may note that no fees is required for registration. **The firms already registered with Lok Sabha Secretariat need not to apply.** This Secretariat reserves the right to reject or accept the Registration Letter of any Party without assigning any reason(s) 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.

DECLARATION FOR REGISTRATION OF FIRMS

Tender No. LAFEAS-GPB028/1/2018-GPB

From

M/s.
.....
.....

To

**The Additional Director (GP&PAC),
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 laid therein.

2. I/We further undertake that none of the Proprietor(s)/Partner(s)/Director(s) of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have already or are in the process of Banning/Banned / Suspended Business Dealings with.

3. I/We further undertake to report to the Lok Sabha Secretariat, New Delhi immediately after being informed about Ban/Suspension of the Firm in which Proprietor(s)/Partner(s)/Director(s) from future business dealing during the currency of the Registration, in any case, not later than 15 days period.

Yours faithfully,

**(Signature of the Proprietor/Partner)
Name:
Designation with Seal of the Firm**

Date:

APPLICATION FOR THE REGISTRATION OF FIRMS

Tender No. LAFEAS-GPB028/1/2018-GPB

1. Application for supply of following Items
(Please mention the details of items to be supplied with Head name & Number(SI.No.1 to 9)
.....
.....
.....
.....
(Separate Application is required to be submitted for each head(Pl. see SI.No.1 to 9 of the Notice document), in case firm desire to apply/register more than one head.

2. Name of the Firm/Agency/Company:

3. Address of the Firm:
.....
.....

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:
.....

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. GST Registration details:

.....
(Pl. attach copies of the relevant Document/Certificate)

10. Permanent Income Tax Number (PAN)/Income Tax Circle

11. Copies of Income Tax Returns filed for the Last Three Financial Years

.....
(Pl. attach Certified Copies of last three years Income Tax Returns)

12. Annual Turnover for the Last Three Financial Years

.....
(Audited a/c Statements such as P&L a/c, Balance Sheets, etc for Last Three Financial years should be attached)

13. Proof of experience in supplying the items to Govt. Depts/ PSUs/Autonomous Bodies
(Copies of Purchase Orders received from Govt. Depts./PSUs should be enclosed)

14. Declaration regarding Blacklisting or Otherwise by the Govt. Departments as given
Annexure –I

15. The Tender Document (all pages) duly signed and Stamped as proof of having read the contents therein and in acceptance thereof should be enclosed.

16. 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