

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

Room No.408, 4<sup>th</sup> Floor,  
Parliament House Annexe,  
New Delhi-110001

F.No.31/13/2014/GPB

Dated the 11<sup>th</sup> December, 2014

From

**K.C. Pandey,**  
**Under Secretary**

To

**All Concerned**

**Subject :Quotation for the supply of Spiral/Wiro Binding Machine to Lok Sabha Secretariat**

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure Spiral/Wiro Binding Machine. The technical specifications/features, application of the machines along with quantity of items to be procured of the Spiral/Wiro Binding Machines as required by this Secretariat is as mentioned at **Annexure-I**.

2. You are requested to submit quotation for the items mentioned at **Annexure-II** in Room No.408, Parliament House Annexe, New Delhi-110001 under sealed cover immediately or latest by the **29<sup>th</sup> December, 2014**. Quotation received after due date and incomplete quotation will not be considered.
3. Detailed terms and conditions of the tender are at **Annexure-III**.
4. Lok Sabha Secretariat will have full and final authority to reject any/all offer(s) without assigning any reason thereof.

**Sd/-**  
**UNDER SECRETARY**  
**Tel.No.23034408**  
**Telefax: 23034410**

**TECHNICAL SPECIFICATIONS/FEATURES OF  
THE SPIRAL/WIRO BINDING MACHINE**

**SPECIFICATIONS/FEATURES:**

- |    |                     |   |                                      |
|----|---------------------|---|--------------------------------------|
| 1. | Power Press         | : | 10-15 Tonnes for spiral/wiro binding |
| 2. | Die Spiral          | : | 3-4 Nos.                             |
| 3. | Die Wiro            | : | 1-2 Nos.                             |
| 4. | Wiro Closer Machine | : | 1 No.                                |

**Application:**

To use for punching jobs like Spiral/Wiro binding as per requirement.

**Important Note:**

A demonstration of the said machines have to be arranged by the bidders itself in the Lok Sabha Secretariat for the purpose so that the suitability of the machine can be judged as per the jobs handled by the user Branch. The Die sizes will also be finalised after the demo of the machine according to the requirement.

**PROCUREMENT OF SPIRAL/WIRO BINDING MACHINE**

Tender No. 31/13/2014/GPB

From

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To

**The Addl. Director (GP&EC)  
General Procurement Branch,  
Lok Sabha Secretariat,  
Parliament House Annexe, New Delhi.**

Sir,

I/ we shall abide by the terms and conditions detailed in the tender for supply of the items required –

My / our rates are as under-

**SCHEDULE OF RATES**

Sl. No	Description of the items	Tentative Qty. Required	MRP of item (Rs.)	VAT/ ST/ ED, etc. (Rs.), If any.	Total (5+6) Rs.	Total (5+6) in (Rs.) in words	AMC Rate (Both Comprehensive & noncomprehensive)	Life of machine and Warranty period to be quoted separately
1	2	3	4	5	6	7	8	9
1.	Power Press : 10-15 Tonnes for Spiral/Wiro Binding Machine*	01 No.						
2.	Die Spiral*	03-04 Nos.						
3.	Die Wiro*	01-02 Nos.						
4.	Wiro Closer Machine*	01 No.						

\*Rates of the each item/unit have to be quoted separately.

**Firm shall indicate the Comprehensive & non-comprehensive AMC rate (which will be applicable for full life span of machine excluding of warranty/guarantee period).**

Dated..... Name & Address of Firm.....

**Authorised Signature & Seal of the Firm**

**TERMS AND CONDITIONS FOR SUPPLY OF SPIRAL/WIRO BINDING MACHINE TO LOK SABHA SECRETARIAT**

1. Bidder should be an Indian Company/firm engaged in supply of concerned items and having its office (head office/regional/Branch Office) in Delhi/NCR;
2. Bidder should not have been blacklisted by the Departments/Ministries of the Government of India/PSUs;
3. The Rates/prices per Unit/item along with their MRP 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 are levies are included in the price quoted without giving the break up details, such bids will summarily be rejected;
4. The bidders shall also inform whether the said machine/item for which the firm is quoting rates is covered under Rate Contract with DGS&D. In case, the Machines/items are covered the details as to the price, validity period, etc. may to be furnished.
5. Rates for Comprehensive Maintenance Contract and also Non-comprehensive maintenance contract may also be indicated in the bid;
6. The bid shall remain valid and open for acceptance for a period of 120 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 of machines/units to Lok Sabha Secretariat personally. No supply of machines/units will be delivered through courier and any other means. The selected bidder should also install the machines in the P.H. Complex.
8. If any item is found to be of a substandard(inferior quality)/substitute and not conforming to the required specifications, the bidders/firms will not only have to replace the same with genuine ones but they are also liable to be blacklisted and security deposited by bidder will be forfeited;
9. The Earnest Money Deposit(EMD) **Rs.5,000/- (Rupees Five Thousand only)** should necessarily accompany the Bid in the form of banker's cheque/ demand draft from any scheduled bank drawn in favour of '**Drawing and Disbursing Officer , Lok Sabha** payable at New Delhi shall accompany the bid. EMD shall remain valid for a period of 90 days beyond the final validity period of bids (120 days). A bid received without bid security(EMD) shall be rejected as non responsive at the bid opening stage and returned to the bidder unopened. EMD for lesser amount /EMD not submitted in the manner prescribed will be rejected and returned to the bidder. The submission of EMD is compulsory for all the bidders and no exemption will be granted for submission of EMD in any case. The bid security of the unsuccessful bidder will be discharged/returned to them within 30 days after finalization/selection of Machines/units without any interest;

10. PSD @ 5% of order value of the contract will have to be made **within 7 days** of receipt of the communication of the selection of the bid. PSD shall be in the form of (i) Demand Draft payable to **Drawing and Disbursing Officer, Lok Sabha**, or (ii) Bank Guarantee from a Nationalized Bank. In case PSD is in the form of bank guarantee; such a bank guarantee should be from a nationalized bank. The PSD should remain **valid** for a period of **sixty days** beyond the date of completion of all contractual obligations by the supplier including warranty/guarantee obligation, if any. EMD will be refunded to the successful bidder on receipt of performance security. PSD can be withheld or forfeited in full or in part in case the supply order is not executed satisfactorily within the stipulated period. PSD can also be withheld or forfeited in full or in part in case the machine is not repaired/maintained promptly within the 24 hours of the complaint during the warranty/guarantee period;

11. A demonstration of the machines/units have to be arranged by the shortlisted firms/bidders itself in the premises of Lok Sabha Secretariat for the purpose so that the suitability of the machines can be judged as per the jobs handled by the user Branch. The Die sizes will also be finalised after the demo of the machine according to the requirement. If the firms/bidders are unable to arrange demonstration machines in the Secretariat, they may specify the reasons whatsoever;

12. Quotations of firms received in the format prescribed in **Annexure-II** 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 supply of Spiral/Wiro Binding Machine**". Quotations through telegraphic/telex/fax/e-mail will not be accepted and ignored straightaway;

13. This Secretariat will have the authority to select more than one firm for supply of machine/units. The Secretariat further reserves the right to decide which of the firms should be selected for the supply of one or all units of machine listed in the tender form and the decision of the Secretariat will be final;

14. No advance payment will be made for the supply of Machine/units. Payment will only be released after submission of pre-receipted bill;

15. 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-110001** and must reach on or before the **29<sup>th</sup> December, 2014**;

16. If a firm violates any of these terms & conditions, it shall be blacklisted and its security deposited shall be forfeited;

17. 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.