

**LOK SABHA SECRETARIAT
REGISTRATION OF FIRMS**

Applications are invited from the manufacturing firms, authorized distributors and reputed suppliers who wish to register themselves with this Secretariat for the supply of various items whose broad specifications are listed below under respective heads:-

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, 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, Allout machine/refill, pens, pencils, erasers, correcting fluid, plastic and wooden name cubes, scissors, stapler pins, staplers, folders, engagement pad, scales, plastic jugs/tray, candles, blades, towels, etc.

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 freshener, plastic mugs, tissue papers, toilet papers, 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, scarfs (gents & ladies), 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, work relating to banners/hoardings on Conferences, etc.

SL. No. 6 -LIVERY ITEMS

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, etc.

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

Eligibility for the registration

- (i) should have minimum **3 years** of experience of supplying 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 3 years;
- (e) Proof of experience in supplying to Govt./Public Departments;
- (f) Copy of address Proof Office/premises from where business is being operated.
- (g) Authorization Certificate from the manufacturing firm for supplying the items, if any.

Process of applying

Eligible parties may submit their applications in their letter heads mentioning complete office address, telephone nos., fax nos., e-mail addresses, websites, if any along with necessary documents and a Bank Draft for Rs. 5,000/- as registration fee (non-refundable & non-transferable) for each head drawn in favour of Drawing & Disbursing Officer, Lok Sabha, New Delhi to General Procurement Branch, Lok Sabha Secretariat, Room No. 408, Parliament House Annexe, New Delhi-110001 latest by 30th September, 2011. For each head, the firm is required to be registered separately. 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.
