

LOK SABHA SECRETARIAT
(GENERAL PROCUREMENT BRANCH)

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

L. No. 017(17)/3/2021-GPB

Dated: 23.09.2021

From

**Bhuvnesh Kala
Under Secretary**

To,
(All concerned)

Subject: Quotation for supply of various types of folders and other items to Lok Sabha Secretariat.

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure various types of folders and other items (**as per samples**). The specification along with quantity of items to be procured is at **Annexure-I**.

2. **Samples of tendered items can be inspected/examined in Room No. 408, Parliament House Annexe, New Delhi – 110001 on any working day between 1100 Hours to 1600 Hours.** You are requested to submit quotation for the items (**after examining the samples**) mentioned at **Annexure-I** in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover **immediately through 'BY HAND' latest by 27 September, 2021 (up to 1500 Hours)**. 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.	Offered Rate per unit/bunch/ Packet* (in Rs.)	GST Amount per unit (in Rs.), If any.	Amount per unit including GST (in Rs.)	Total Amount (in Rs.)
	(1)	(2)	(3)	(4)	5 (3+4)	(6) (2) x (5)
1	Report Cover (Swing Clip) Solo RC 601 (As per sample)	300 nos.				
2	Button Folder, Solo CH 107 (As per sample)	300 nos.				
3	Button Folder, Solo CH 118 (As per sample)	100 nos.				
4	White Tags 7 Inch (20 pieces in one bunch) (As per sample)	2000 Bunches				
5	Large Rectangle Wastebasket with cover and two wheels in 120 Litre capacity (material - HDPE)	1 no.				
6	Adhesive stickers (Three stickers measuring 17 x 9 cm in one A4 size sheet) (As per sample)	3 packets (each packet contains 100 A4 size sheets, 3 x3x 100 = 900 stickers)				
7	Stainless Steel Scissors (Size 12 cm) (Kabica/Godrej/Kangaro Unix)	20 nos.				

*** Rates/Prices in column 3 above must be quoted as per requirement of this Secretariat only (nos./bunches/packets-mentioned in column 2).**

Note: Items are required immediately.

Signature of the bidder with seal

Name of the Authorized Signatory.....

Designation.....

Name of the firm.....

Full Address.....

.....

Contact No.....

IMAGES OF ITEMS



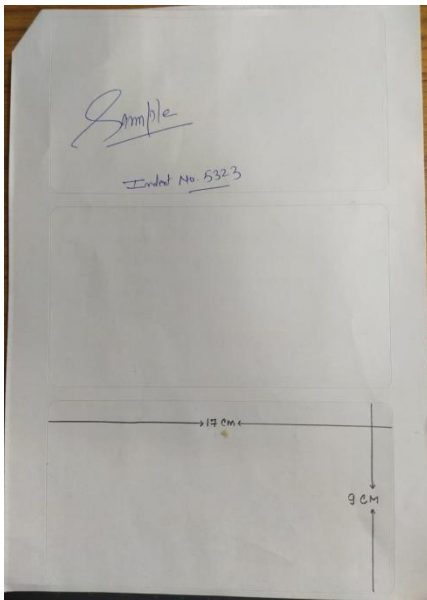
Report Cover



Button Folder



White Tags



Adhesive stickers

LOK SABHA SECRETARIAT
GENERAL PROCUREMENT BRANCH

TERMS AND CONDITIONS FOR SUPPLY OF VARIOUS TYPES OF FOLDERS AND OTHER ITEMS TO LOK SABHA SECRETARIAT

1. Bidders should be an Indian company/firm HAVING THEIR OFFICES IN DELHI/NCR and engaged in supply of goods/articles in Government Departments.

2. Bidders should not have been blacklisted by the Departments/Ministries of the Government of India/PSUs.

3. The rates/ prices should be quoted in Indian Rupees only in words as well as figures. GST, 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.

4. The bid shall remain valid and open for acceptance for a period of 90 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.

5. Prices should be quoted on F.O.D. [Destination basis (Free delivery at site)]. **Delivery of item shall be made immediately.**

6. Item (s) to be supplied should be genuine and sealed. 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.

7. 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 entrained. Sealed quotation should be superscribed as "**Quotation for supply of various types of folders and other items (as per samples)**". **QUOTATIONS THROUGH FAX/e-MAIL WILL NOT BE ACCEPTED AND IGNORED STRAIGHTAWAY.**

8. This Secretariat will have the authority to select more than one firm for supply of item. 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.

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

10. If a firm violates any of these terms & conditions, appropriate action will be taken and also liable to be blacklisted.

11. 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 entrained.