

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

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

L. No. 017(15)/16/2021-GPB

Dated: 08.12.2021

From

**Rakesh Kumar Chhabra
Executive Officer**

To,

(All concerned)

Subject: Quotation for supply of Jute/eco-friendly Carry Bags of different specifications to Lok Sabha Secretariat on urgent basis.

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure Jute (eco-friendly) carry bags. The specification along with quantity of item to be procured is at **Annexure-I**.

2. Bidders are required to submit rates/prices along with the sample of bags as per specifications mentioned at **Annexure-I on 08.12.2021 (1730 Hours) positively in General Procurement Branch, Room No. 408, Lok Sabha Secretariat (Phone No. 2303 4408/4410)**.

3. Quotations and samples of bags received after due date and incomplete quotation will not be considered.

4. Detailed terms and conditions of the tender are at **Annexure-II**.

5. Lok Sabha Secretariat will have full and final authority to reject any/all offer(s) without assigning any reason thereof.

Yours faithfully,


Executive Officer
Tel. Nos. 2303 4408
2303 4410

ANNEXURE-I

Sl. No.	Description of item	Description of items (make/model, dimension & colour) quoted by the bidder	Qty.*	Rate per unit (in Rs.)	GST Amount per unit (in Rs.), If any.	Amount per unit including GST (Rupees in figures)
	(1)	(2)	(3)	(4)	(5)	6 (4+5)
1	Jute/eco-friendly Carry Bags, dimension (approx.)- Length - 48 cm x Breadth - 37 cm x Width - 6.5 cm		500 nos.			
2	Jute/eco-friendly Carry Bags, dimension (approx.) -Length - 33.5 cm x Breadth - 24.5 cm x Width - 6.5 cm		500 nos.			7

** Quantity may vary as per actual consumption*

Signature of the bidder with seal

Name of the Authorized Signatory.....

Designation.....

Name of the firm.....

Full Address.....

.....

Contact No.....

LOK SABHA SECRETARIAT
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TERMS AND CONDITIONS FOR SUPPLY OF JUTE/ECO-FRIENDLY CARRY BAGS OF DIFFERENT SPECIFICATIONS 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. 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. Items supplied by the bidder which are not in conformity to the **APPROVED SAMPLE** available with the Purchaser will be summarily rejected. 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 received in the format prescribed in **Annexure-I** only will be considered. No correspondence, in this regard, will be entrained. Sealed quotations should be superscribed as "**Quotation for supply of Jute/eco-friendly Carry Bags of different specifications to Lok Sabha Secretariat.**"
8. Successful Bidders have to deposit Performance Security Deposit (PSD) @ 3% of work order value on the day of Notification of the Award of Contract. PSD shall be in the form of Demand Draft/Banker Cheque in favour of **Drawing and Disbursing Officer, Lok Sabha** payable at New Delhi. The PSD should remain **valid** for a period of **60 Days** beyond the date of completion of all contractual obligations by the Supplier.
9. PSD can be withheld or forfeited in full or in part in case the Supply Order is not executed satisfactorily within the stipulated period or for supply of Goods of inferior quality, size, design or not conforming to samples/specifications of quoted item.

10. 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.

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

12. If a firm violates any of the terms & conditions, appropriate action will be taken and may be liable to be blacklisted.

13. Lok Sabha Secretariat reserves the right to accept/reject the tender without assigning any reasons. No enquiry after submission of the quotation will be entrained.
