

**LOK SABHA SECRETARIAT**  
(General Procurement Branch)

No. GPB021/10/2019/GPB

Dated the 25<sup>th</sup> October, 2019

From

Bhuvnesh Kala  
Executive Officer

To,

All Concerned

**Subject: Limited Tender for the procurement of various bindery items under Annual Rate Contract 2019-20.**

Sir/Madam,


I am directed to state that Lok Sabha Secretariat intends to procure bindery items. The specification along with quantity of items to be procured is at **Annexure-I**.

2. You are requested to submit quotation for the items mentioned at **Annexure-I** in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover **immediately or latest by 18<sup>th</sup> November, 2019**. Quotation received after due date and incomplete quotation will not be considered.

3. Detailed terms & conditions of the tender may be seen which is uploaded on to the Lok Sabha Secretariat website **<https://loksabha.nic.in>** under **Tenders** Link.

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

Yours sincerely,

 25-10-19

**Executive Officer**  
**Tel. No. 2303 4408**  
**Telefax - 2303 4410**

## LIST OF BINDERY ITEMS

Sl.No.	Name of Item and Specification	Tentative Qty	Unit	Brand Name With complete Specifications to be quoted by bidder (if any)	MRP (if any)	% of GST	Offer Rate (Per Unit) (in Rs.)	GST amount (Per Unit) (in Rs.)	Total Amount (Per Unit) (in Rs.) (cols. 8+9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1	Binding Cloth - Black:- as per sample, Good Quality from reputed brand	100	Mtrs.						
2	Binding Cloth - Cream:- as per sample, Good Quality from reputed brand	100	Mtrs.						
3	Binding Cloth - Dark Brown:- as per sample, Good Quality from reputed brand	100	Mtrs.						
4	Binding Cloth - Dark Green:- as per sample, Good Quality from reputed brand	100	Mtrs.						
5	Binding Cloth - Light Brown (Gajor Colour) :- as per sample, Good Quality from reputed brand	100	Mtrs.						
6	Binding Cloth - Light Blue:- as per sample, Good Quality, from reputed brand	100	Mtrs.						
7	Binding Cloth - Light Green:- as per sample, Good Quality from reputed brand	100	Mtrs.						
8	Binding Cloth - Maroon:- as per sample, Good Quality from reputed brand	100	Mtrs.						
9	Binding Cloth - Navy Blue:- as per sample, Good Quality, from reputed brand	100	Mtrs.						
10	Binding Cloth - Orange:- as per sample, Good Quality from reputed brand	100	Mtrs.						
11	Binding Cloth - Red:- as per sample, Good Quality from reputed brand	100	Mtrs.						
12	Binding Cloth - Yellow:- as per sample, Good Quality from reputed brand	100	Mtrs.						
13	Coarse Cloth:- as per sample, Good Quality from reputed brand	100	Mtrs.						
14	Khadi Silk - Cream Colour:- Good Quality, size: width-46", design-plain	100	Mtrs.						
15	Leather - Black:- for book binding, Piece size - 24" to 28", (as per sample) (Good Quality)	10	Pc.						

Sl.No.	Name of Item and Specification	Tentative Qty	Unit	Brand Name With complete Specifications to be quoted by bidder (if any)	MRP (if any)	% of GST	Offer Rate (Per Unit) (in Rs.)	GST amount (Per Unit) (in Rs.)	Total Amount (Per Unit) (in Rs.) (cols. 8+9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
16	Leather - Dark Green:- for book binding, Piece size - 24" to 28", (as per sample) (Good Quality)	10	Pc.						
17	Leather - Green:- for book binding, Piece size - 24" to 28", (as per sample) (Good Quality)	10	Pc.						
18	Leather - Red:- for book binding, Piece size - 24" to 28", (as per sample) (Good Quality)	10	Pc.						
19	Leather - White:- for book binding, Piece size - 24" to 28", (as per sample) (Good Quality)	10	Pc.						
20	Rexine - Black:- as per sample, Good Quality	20	Mtrs.						
21	Rexine - Brown (Camel) :- as per sample, Good Quality	20	Mtrs.						
22	Rexine - Dark Brown (Coca cola) :- as per sample, Good Quality	20	Mtrs.						
23	Rexine - Dark Green:- as per sample, Good Quality	200	Mtrs.						
24	Rexine - Green (Parrot):- as per sample, Good Quality	20	Mtrs.						
25	Rexine - Light Blue:- as per sample, Good Quality	20	Mtrs.						
26	Rexine - Navy Blue:- as per sample, Good Quality	20	Mtrs.						
27	Rexine - Red:- as per sample, Good Quality	20	Mtrs.						
28	Rexine - Yellow:- as per sample, Good Quality	20	Mtrs.						
29	PVC Ink - Black :- for Screen Printing, from reputed Brand	10	Kg						
30	PVC Ink - Black, Rainbow Matt:- for Screen Printing, from reputed Brand	1	Kg						
31	PVC Ink - Blue, PVC Matt Rainbow:- for Screen Printing, from reputed Brand	1	Kg						
32	PVC Ink - Gold:- for Screen Printing, from reputed Brand	5	Kg						
33	PVC Ink - Medium-Gold (SP) :- for Screen Printing, from reputed Brand	1	Kg						
34	PVC Ink - Red PVC Matt:- for Screen Printing,	1	Kg						

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	from reputed Brand								
35	PVC Ink - Red:- for Screen Printing, from reputed Brand	1	Kg						
36	PVC Ink - Vivid Green Rainbow:- for Screen Printing, from reputed Brand	1	Kg						
37	PVC Ink - Yellow:- for Screen Printing, from reputed Brand	1	Kg						
38	Amyl Acetate:- for Screen Printing, (Good Quality)	10	Ltr.						
39	Bleaching Powder:- for Screen Printing, (400 gm / Pkts) from reputed Brand	10	Pkts.						
40	Film:- for Screen Printing, from reputed brand	5	Roll						
41	Hydrogen peroxide:- for Screen Printing, (400 ml / Pkts) from reputed Brand	50	Pkts.						
42	Nitro Clean:- for Screen Printing, Pack size- 500 gm	10	Pkt						
43	Polyester Cloth - No.50:- for Screen Printing (Good Quality)	10	Mtrs.						
44	Polyester Cloth - No.80:- for Screen Printing (Good Quality)	10	Mtrs.						
45	Polyester Cloth - No.120:- for Screen Printing (Good Quality)	10	Mtrs.						
46	Reducer:- for Screen Printing, from reputed brand, Pack size- 1 Litre	5	Ltr.						
47	Super Coat:- for Screen Printing, Pack size- 250 gm, from reputed Brand	10	Pkts.						
48	Eyelet - Medium:- Eyelets-Rivits-Buckless Buttons for book binding, brass colour – size : Big (10mm Round and 5mm Height)	10	Pkts.						
49	Eyelet - Small:- Eyelets-Rivits-Buckless Buttons for book binding, brass colour – size : Big (10mm Round and 5mm Height)	10	Pkts.						
50	Flat Clip:- Metal Size 4"x1", Stainless Steel Lever Clip, (as per sample) (Good Quality)	50	Nos.						
51	Grip Clip:- Metal Stainless Steel, (as per	50	Nos.						

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	sample) (Good Quality)								
52	Needles - 3":- for use of Bindery, Good Quality	5	Pkts.						
53	Needles - 3½":- for use of Bindery, Good Quality	5	Pkts.						
54	Needles - 5":- for use of Bindery, Good Quality	5	Pkts.						
55	Pliers - 6" :- for Stitching Machine, from reputed brand	5	Nos.						
56	Ring Clip:- 2D two rings, Size(130x30mm), (as per sample) (Good Quality)	50	Nos.						
57	Rivet :- Rivet top round bifurcated-Top Round 7mm and Height 13mm	50	Nos.						
58	Scissors - 10":- for Hard Board Cutting, from reputed brand	5	Nos.						
59	Wire Stitching - No. 20:- 900 Grams-Coil based-Rust resistant	10	Nos.						
60	Wire Stitching - No. 22:- 900 Grams-Coil based-Rust resistant	10	Nos.						
61	Wire Stitching - No. 24:- 900 Grams-Coil based-Rust resistant	10	Nos.						
62	Charcoal:- Good Quality	40	Kgs.						
63	Gold Foil:- as per sample, Good Quality, Roll size - 1 Ft. broad roll	5	Roll						
64	Hand Gloves - Yellow Rubber:- as per sample, Good Quality	10	Nos.						
65	Heat Stamp Pad Sticks:- as per sample	5	Nos.						
66	Maida Lei:- Readymade Gum/Adhesive, from reputed brand	440	Kgs.						
67	Saresh:- Adhesive, Good Quality	10	Kgs.						
68	Synthetic Stick - 42",1":- as per sample, Good Quality	25	Nos.						
69	Synthetic Stick - 42",1.1":- as per sample, Good Quality	10	Nos.						
70	Thread Reel - No. 2:- from reputed brand	10	Nos.						
71	Thread Reel - No. 4:- from reputed brand	10	Nos.						

Sl.No.	Name of Item and Specification	Tentative Qty	Unit	Brand Name With complete Specifications to be quoted by bidder (if any)	MRP (if any)	% of GST	Offer Rate (Per Unit) (in Rs.)	GST amount (Per Unit) (in Rs.)	Total Amount (Per Unit) (in Rs.) (cols. 8+9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
72	Thread Balls Cotton - White :- Rope type thread, Length:26 meter, Diameter: 7mm, (Good Quality)	100	Nos.						

**Note:-**

- (1) **Tentative quantity of item is only indicative figure and will be procured as per actual consumption.**
- (2) **Bidders shall have to quote rate for all items.**
- (3) **The Items supplied must be as per the sample (wherever required). Failing which the item will be rejected. Samples may be seen in Rota Print /Bindery Section.**

**TERMS AND CONDITIONS FOR PROCUREMENT OF BINDERY ITEMS UNDER ANNUAL RATE CONTRACT 2019-20.**

1. Bidder should be an Indian company/firm having its Office (head office/regional/Branch Office) in Delhi/NCR and Holder of GST Number.
2. Bidders are requested to examine the ITEMS in respect of which examination of the samples is required before quoting the rates. The samples may kindly be seen in General Procurement Branch, Room No. 408, Lok Sabha Secretariat (Ph no. 23034408, 23034410) or in **Rota Print /Bindery Section** between **1500 hrs to 1700 hrs on all working days**. Items for which rates are quoted should be similar to the items available with the General Procurement Branch in terms of **quality, colour, shade, size/ dimension, weight etc**. Items supplied by the bidder which are not in conformity with items available with the Purchaser will be summarily rejected. Bidders are also required to give an undertaking (**Annexure-III**) to the effect that the items for which rates are quoted by them are identical/similar to those seen in the General Procurement Branch or in **Rota Print/Bindery Section** in terms of **unit, brand/make, colour/shade, quality, size, weight etc**.
3. Bidder should not have been blacklisted by the Departments/Ministries of the Government of India/PSUs.
4. The rates/prices should be quoted in Indian Rupees only in words as well as figures. Taxes if any, 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.
5. The bid shall remain valid and open for acceptance for a period of **THREE MONTHS** 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.
6. Prices should be quoted on F.O.D. [Destination basis (Free delivery at Lok Sabha Stores)]. Representatives of the company will have to make delivery of items to Lok Sabha Secretariat personally. No supply of items will be delivered through courier and any other means.
7. 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 and EMD submitted by bidder will be forfeited.
8. The Earnest Money Deposit (EMD) of **Rs. 5,400/- (Rupees Five Thousand Four Hundred only)** should be in the form of Demand Draft/Banker's Cheque drawn in favour of Drawing and Disbursing Officer, Lok Sabha. Tender received without EMD or EMD for lesser amount will be summarily rejected. The EMD in respect of the bidders/firms, which is/are not selected, shall be returned to them within 30 days without any interest after finalization of tender. However, EMD in respect of successful bidder will be released after

effecting supply of items. EMD will be forfeited if the bidders withdrew after submission of the bids or opening of the tenders.

9. PSD @ 5% in the form of Demand Draft/Banker's Cheque drawn in favour of Drawing and Disbursing Officer, Lok Sabha of order value of the contract will have to be made within 7 days on receipt of Letter for Information to ensure due performance of the contract which will be released after validity of the rate quoted for i.e. after one year.

10. **Typed quotations** 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 entertained. Sealed quotation should be superscribed as "**Quotation for supply of various bindery items to Lok Sabha Secretariat**". Quotations through Telegraphic/Telex/Fax/E-mail will not be accepted and ignored straightaway.

11. This Secretariat shall have the power to select more than one firm for supply of items. 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.

12. Payment will be made in the Account directly. Hence, firms are also requested to give details like **Name of Bank, Account No. IFS Code**. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill. Requests for payments by other mode will not be entertained.

### 13. **Procurement and Delivery**

Purchase Orders (POs) will be issued as and when demand arises. The delivery has to be effected within 10 working days. However, LSS reserve the right to get the supply immediately depending upon the urgent requirement especially during Parliament Session. The name and mobile number of the nodal person, who can be contacted at any time, even beyond office hours and on holidays should be provided to this office. In case, the firm fails to supply the required quantity with stipulated period of time from the receipt of supply order, the material will be procured from other sources and the difference of cost, if any, will be recovered from Performance Security Deposit (PSD) by issuing notice and necessary action of **blacklisting** the firm may also be taken.

14. The quotations, complete in all respects, should be submitted in a prescribed form in sealed envelope addressed to the **Deputy Secretary, Lok Sabha Secretariat, Room No. 408, Parliament House Annexe, New Delhi** and must reach on or before **18.11.2019**.

15. If a firm violates any of these terms & conditions, it shall be blacklisted and PSD shall be forfeited.

16. 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.

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**UNDERTAKING**

From

M/s. ....  
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To

Under Secretary,  
General Procurement Branch  
Lok Sabha Secretariat,  
Parliament House Annexe,  
New Delhi-110001.

Dear Sir/Madam,

This is to inform that I / we have physically examined the samples on ..... of the bindery items for which I/ we have quoted our rates. In case the tender is going in our favour, I/we agree to supply the items as per the samples examined (in terms of quality/ colour/shade/make /weight/ size, etc.)

Yours faithfully,

(Signature of the Tenderer)

Name: .....

Designation with Seal of the Firm

Date: .....