

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

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

L. No. 018(18)/33/2022-GPB

Dated: 19.05.2022

From

**Rakesh Kumar Chhabra
Executive Officer**

To,

(All concerned)

Subject: Quotation for Self-Adhesive Plastic Coated Envelopes of different specifications and other items.

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure **Self-Adhesive Plastic Coated Envelopes of different specifications (as per samples)** and other items. The specification along with quantity of items to be procured is at **Annexure-I**.

2. Bidders are required to examine the samples of items in **General Procurement Branch, Room No. 408, Lok Sabha Secretariat (Phone No. 2303 4408/4410)**. Items, for which rates to be quoted, should be similar to the samples available with the General Procurement Branch in terms of material, quality, colour, shade, size/dimension, weight, etc.

3. The bidders should invariably submit the samples of the items for which rates /prices are quoted before the last date for submission bids. **Bids received without samples will summarily be rejected.**

4. You are requested to submit quotation along with samples of the items (**after examining the sample**) mentioned at **Annexure-I** in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover **immediately through 'BY HAND' latest by 20 May, 2022 (up to 1500 Hours)**. Quotations received after due date and incomplete quotation will not be considered.

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

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

Yours faithfully,

**Sd/-
EXECUTIVE OFFICER
Tel. Nos. 2303 4408
2303 4410**

ANNEXURE-I

Sl. No.	Description of Item	Qty.	Rate per unit (in Rs.) exclusive of GST	GST rate in percentage If any.
1	Blue Colour Self-Adhesive Plastic coated envelopes, Sizes (Length – 11 ½ Inch x Breadth- 5 ½ Inch), Top Slide Opening, Top Flap- 1 ½ Inch with Single Colour (Blue) Printing (Text, Logo & Emblem)	1,500 nos.		
2	Blue Colour Self-Adhesive Plastic coated envelopes, Sizes (Length – 16 ½ Inch x Breadth- 12 ½ Inch), Top Slide Opening, Top Flap- 2 Inch with Single Colour (Blue) Printing (Text, Logo & Emblem)	2,000 nos.		
3	Brass Pad Locks 25 mm	06 nos.		

Note: All columns to be filled legibly without cutting or overwriting.

Signature of the bidder with seal

Name of the Authorized Signatory.....

Designation.....

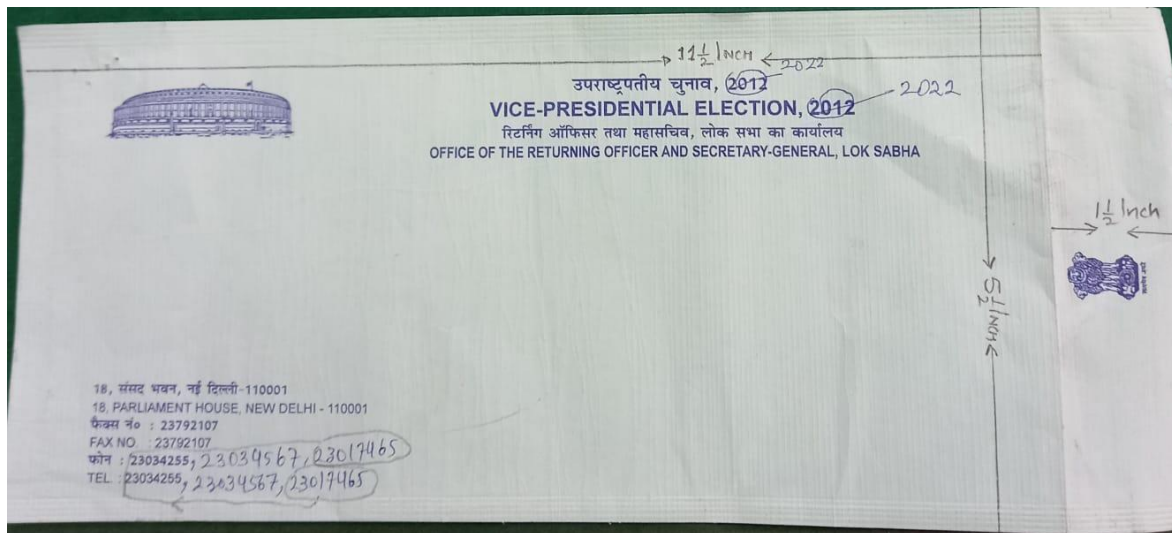
Name of the firm.....

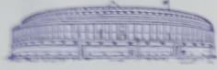
Full Address.....

.....

Contact No.....

IMAGE OF ITEMS





उपराष्ट्रपतीय चुनाव, 2012 ²⁰²²
VICE-PRESIDENTIAL ELECTION, 2012 ²⁰²²
विपिन अडित्तल तथा पदाधिकारी, लोक सभा का कार्यालय
OFFICE OF THE RETURNING OFFICER AND SECRETARY-GENERAL, LOK SABHA

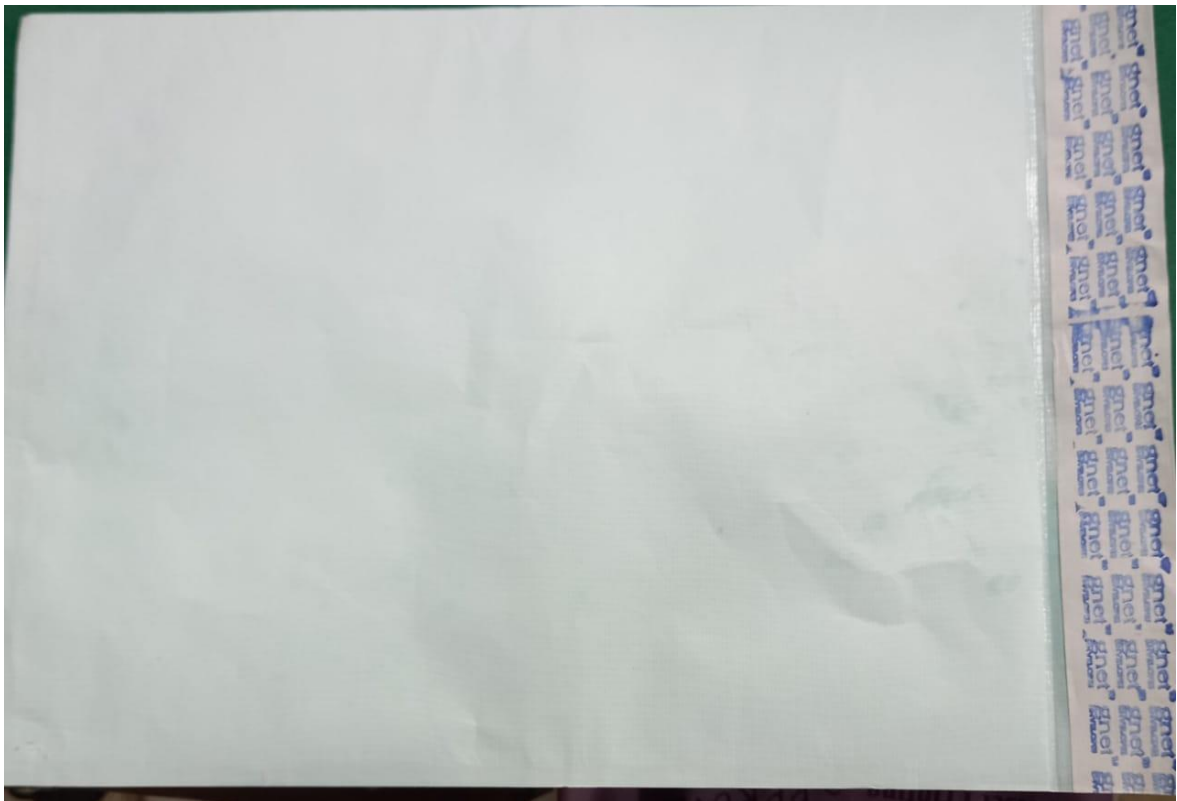
16 1/2 INCH

2 INCH



12 1/2 INCH

18, बंगला भवन, नई दिल्ली-110001
18, PARLIAMENT HOUSE, NEW DELHI - 110001
फ़ोन नं. : 23792107
फ़ैक्स नं. : 23792107
मोबा. : 23034235, 23014567, 23017985
टेल. : 23034235, 23014567, 23017985



LOK SABHA SECRETARIAT
GENERAL PROCUREMENT BRANCH

TERMS AND CONDITIONS FOR SUPPLY OF SELF-ADHESIVE PLASTIC COATED ENVELOPES OF DIFFERENT SPECIFICATIONS 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. 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 items must be made immediately.**
6. Items supplied by the bidder which are not in conformity to the samples 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 Self-Adhesive Plastic Coated Envelopes of different specifications (as per sample) and other items**". **QUOTATIONS THROUGH FAX/e-MAIL WILL NOT BE ACCEPTED.**
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 the terms & conditions, appropriate action will be taken and may be liable to be blacklisted.
11. 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.
