

## LOK SABHA SECRETARIAT

Telegrams : LOKSABHA, NEW DELHI  
FAX : 23010756

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110001

**No. 7/Souvenir/2015/GPB**

**Dated the 8<sup>th</sup> May, 2015**

**From**

**K.C. Pandey  
Under Secretary**

**To**

**All concerned**

**Subject: Limited Tender for supply of Magic Mug to Lok Sabha Secretariat.**

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure Magic Mug (As per sample). The specification along with quantity of item(s) to be procured is at Annexure-I.

2. You are requested to submit quotation for the item(s) mentioned at Annexure-I in Room No. 408, Parliament House Annexe, New Delhi under sealed cover immediately or latest by 15<sup>th</sup> May, 2015.

Quotation received after due date and incomplete quotation will not be considered.

3. Detailed terms & 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,

  
8.5.2015  
**UNDER SECRETARY**  
Tel. Nos. 2303 4408  
Telefax-2303 4410

**LIST OF ITEMS**

| Sl. No.  | Name of the item             | Qty.     | MRP      | Offer Rate in figure and words | Applicable tax, if any |
|----------|------------------------------|----------|----------|--------------------------------|------------------------|
| <b>1</b> | <b>2</b>                     | <b>3</b> | <b>4</b> | <b>5</b>                       | <b>6</b>               |
| 1.       | Magic Mug<br>(as per sample) | 200 nos. |          |                                |                        |

**Note:** Quantity of the above item depends on actual consumption in case of more demand.

**TERMS AND CONDITIONS FOR SUPPLY OF VARIOUS BINDERY ITEMS TO LOK SABHA SECRETARIAT**

1. Bidder should be an Indian company/firm having its Office (head office/regional/Branch Office) in Delhi/NCR.
2. Bidders are requested to examine the ITEM in respect of which examination of the sample is required before quoting the rate. The sample may kindly be seen in General Procurement Branch, Room No. 408, Lok Sabha Secretariat (Phone no. 23034408, 23034410) between 1500 hrs to 1700 hrs on all working days. Items for which rate is quoted should be similar to the item available with the General Procurement Branch in terms of unit, colour/shade, quality, size/dimension, weight etc. Items supplied by the bidder which are not in conformity with item(s) available with the Purchaser will be summarily rejected. Bidders are also required to give an undertaking (Annexure-III ) to the effect that the item for which rate is quoted by them are identical/similar to those seen in the General Procurement Branch in terms of unit, colour/shade, quality, size/dimension, weight etc.
3. The bidders must have to submit sample of the item for which rate is quoted along with their bid. Bid not accompanied by sample will summarily be rejected. The sample will be returned after selection of the bidder (to the unsuccessful bidders only).
4. Bidder should not have been blacklisted by the Departments/Ministries of the Government of India/PSUs.
5. The rates/prices should be quoted in Indian Rupees only in words as well as figures. Excise duty, sales tax, VAT, 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.
6. 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.
7. Prices should be quoted on F.O.D. [Destination basis (Free delivery at Lok Sabha Secretariat Stores)] and valid for **SIX MONTHS**. 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.
8. 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.
9. The Earnest Money Deposit (EMD) of Rs. 2,800/- (Rupees two thousand eight 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 amounts 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.

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 Magic Mug 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 (Annexure-IV)**. 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. Sealed quotations, complete in all respects addressed to the **Under Secretary (GP), Lok Sabha Secretariat, Room No. 408, Parliament House Annexe, New Delhi** must reach on or before **15.05.2015**.
  14. If a firm violates any of these terms & conditions, it shall be blacklisted.
  15. 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 of the Magic Mug (souvenir item) on ..... for which I/ we have quoted our rate(s). In case the tender is going in our favour, I/we agree to supply the items as per the sample examined (in terms of unit, colour/shade, quality, size/dimension, weight, etc.)

Yours faithfully,

(Signature of the Tenderer)

Name: \_\_\_\_\_

Designation with Seal of the Firm

Date: \_\_\_\_\_

