

**LOK SABHA SECRETARIAT**

FAX: 23010756

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110001

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

**Dated the 19<sup>th</sup> May, 2015**

**From**

**R.C. Sharma  
Deputy 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 specifications 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 20<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.

5. The firms which have already submitted their bids need not to submit again.

Yours sincerely,



**DEPUTY 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 |
|---------|------------------------------|----------|-----|--------------------------------|------------------------|
| 1       | 2                            | 3        | 4   | 5                              | 6                      |
| 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.

UNDERTAKING

From

M/s. ....  
.....  
.....

To

Deputy 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: \_\_\_\_\_

(FOR THOSE NOT IN GOVERNMENT EMPLOYMENT)  
Bank details for receiving payments through electronic mode  
(To be filled up in CAPITAL & BOLD)

|                                     |   |
|-------------------------------------|---|
| 1. NAME OF ACCOUNT HOLDER           | <input type="text"/>  |
| 2. COMPLETE ADDRESS WITH PIN CODE   | <input type="text"/><br><input type="text"/><br><input type="text"/><br><div style="display: flex; justify-content: space-between;"> <span>P</span><span>I</span><span>N</span> </div> <input type="text"/> |
| 3. TELEPHONE NUMBER (WITH STD CODE) | <input type="text"/>  |
| 4. MOBILE NUMBER                    | <input type="text"/>  |
| 5. E-MAIL                           | <input type="text"/>  |
| 6. BANK NAME                        | <input type="text"/>  |
| 7. BRANCH NAME                      | <input type="text"/>  |
| 8. BRANCH ADDRESS                   | <input type="text"/>  |
| 9. COMPLETE ACCOUNT NUMBER          | <input type="text"/>  |
| 10. IFS CODE OF BRANCH              | <input type="text"/>  |
| 11. 9 DIGIT MICR CODE OF BRANCH     | <input type="text"/>  |

(i) I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the disbursing authority responsible.

(ii) I hereby authorize the Department to remit my all payments directly into my bank account.

(iii) I hereby authorize the Department to remit my payments above Rs.25,000/- directly into my bank account.

Dated : .....  
(Tick the above statement/s which is/are applicable) | (Signature of Payee)  
Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp) | (Signature of Bank Manager)

- Note :-
- (i) Please attach one copy of cancelled cheque leaf (after cutting the cheque number). If cancelled cheque is not attached then counter signature by Bank Manager with seal is mandatory.
  - (ii) Bank details and account number should be verified by DDO with the cancelled cheque leaf.
  - (iii) In case the bank branch is presently not "RTGS enabled" then upon its up-gradation to "RTGS enabled" branch, please submit the information again in the above proforma to the Department at the earliest.
  - (iv) Mobile number and e-mail ID are required to enable the confirmation of credit and other alerts through SMS or e-mail from the Bank/GePG.
  - (v) Column should be filled in CAPITAL & Bold letters.