

LOK SABHA SECRETARIAT  
(GENERAL PROCUREMENT BRANCH)

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

F.No. 8/1/Gift/Conf./2017

Dated 03.04.2018

From

K.C. Pandey  
Deputy Secretary

To

All concerned

**Subject:** Procurement of Porcelain Mug with Parliament Logo (as per sample) for Lok Sabha Secretariat.

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure Porcelain Mug with Parliament Logo (**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 23<sup>rd</sup> April, 2018**. Quotation received after due date and incomplete quotation will not be considered.
3. Detailed terms & conditions of the tender are at **Annexure-II**.
4. The firms having their office at Delhi/NCR have to produce an undertaking on their letterhead for the item seen before quoting the rate of the item (**Annexure-III**).
5. Lok Sabha Secretariat will have full and final authority to reject any/all offer(s) without assigning any reason thereof.

Yours sincerely,

  
3-4-2018

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.	Porcelain Mug with "Parliament" Logo (as per sample)	200 nos.			

\* Mandatory  
Warranty/Guarantee.....

Signature of the bidder with seal  
(Name of the Authorized Signatory)  
Designation

**LOK SABHA SECRETARIAT**  
**GENERAL PROCUREMENT BRANCH**

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

1. Bidder should be an Indian company/firm engaged in supply of Porcelain Mug and having its Office (head office/regional/Branch Office) in Delhi/NCR.
2. Bidder 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 in words as well as figures. 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)]. **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.**
6. Item to be supplied should be genuine and cardboard box packing. 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 are also liable to be blacklisted and EMD submitted by bidder will be forfeited.
7. The Earnest Money Deposit (EMD) of **Rs. 1,920/-** (Rupees one thousand nine hundred twenty 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.
8. Quotations of firms 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 Porcelain Mug to Lok Sabha Secretariat**". Quotations through Telegraphic/Telex/Fax/E-mail will not be accepted and ignored straightaway.
9. This Secretariat shall have the power 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.
10. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill.

11. 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.
12. Quotation may be submitted by hand **after examining the sample available in Room No. 408, Fourth Floor, Parliament House Annexe, New Delhi - 110001.**
13. Sealed quotations, complete in all respects addressed to the **Deputy Secretary (GP), Lok Sabha Secretariat, Room No. 408, Parliament House Annexe, New Delhi** must reach on or before **23.04.2018.**
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

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 Porcelain Mug 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 item 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: \_\_\_\_\_