LOK SABHA SECRETARIAT

(GENERAL PROCUREMENT BRANCH)

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001

F. No. LAFEAS-GPB023(11)/4/2021-GPB **Dated 18.02.2022**

From

Rakesh Kumar Chhabra,
Executive Officer

To

All concerned

Subject: Inviting of quotation for Old/Obsolete Souvenir Items kept in General Stores Branch

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to invite quotation for Old/Obsolete Souvenir Items **(As per list attached - APPENDIX)**.

2. You are requested to submit rates for the item(s) mentioned at **Annexure-I (Financial Bid)** in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover **immediately or latest by 11th March, 2022 (1700 hrs.)**. 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,

RKChhabra
18/02/2022

EXECUTIVE OFFICER
Tel. Nos. 2303 4408
Telefax-2303 4410

Annexure-I

FINANCIAL BID

Description of Items	HSN Code	Offered Price excluding GST (in Rs.)	GST Amount (in Rs.), if any	Total Amount (in Rs.) with GST	Total Amount in figure
1	2	3	4	5 (3+4)	6
Rate quoted for Old/Obsolete Souvenir Items (as per list enclosed in Appendix)					

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

ANNEXURE-II

LOK SABHA SECRETARIAT
GENERAL PROCUREMENT BRANCH

TERMS AND CONDITIONS FOR INVITING OF QUOTATIONS FOR OLD/OBSOLETE SOUVENIR ITEMS

1. Bidder should be an Indian company/firm engaged in disposal for Old/Obsolete Souvenir Items 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. **If these levies are included in the price quoted without giving the break up details, such bids will summarily be rejected.**

4. The bidder shall promptly provide all necessary information and documents to be submitted to the Seller during award contract. Failure to provide correct and timely information, concealment of material facts regarding litigation history and arbitration proceedings, etc., having a material bearing on the evaluation process may render its tender being treated as non-responsive and will be liable to be rejected summarily.

5. The tender shall be awarded with the approval of the Competent Authority to the bidder whose bid has been determined to be eligible and to be substantially responsive to the bid documents and **who has offered the highest evaluated bid.**

6. The reserves the right to blacklist a bidder in case he fails to honour his bid without sufficient grounds.

7. Materials should be removed by the successful bidder on "**as is where is basis"** within five days of receipt of order after depositing the full amount in the form of Bank Draft/Banker's Cheque drawn in favour of **'Drawing and Disbursing Officer, Lok Sabha** payable at New Delhi. In case, the material is not removed within the prescribed time, appropriate action will be taken against the bidder. In case, the successful bidder deposits the full amount within a stipulated period but fails to lift the articles, the Seller shall not take responsibility for safe custody of the articles.

8. No damage should be caused to the existing property of this Secretariat or any other Offices in the premises while removing the materials from the stores. Any loss/ damage to the property of this Secretariat or any other Offices in the premises or injury or personal accident suffered by any person due to negligence or action of the successful bidder or his authorized worker/supervisor will have to be indemnified by the successful bidder.

9. Goods/material will be removed under the supervision of designated Officer (s) of this Secretariat. Materials will have to be removed within the time stipulated in the order awarding disposal of items to the successful bidder. No extension of time will be given under ordinary circumstances. However, extension of time may be granted provided full reasons for causing such delay is given in writing by the successful bidder. Delay, beyond the stipulated time, may entail cancellation of the award and appropriate action.

10. The successful bidder will have to take away all condemned / scrapped listed items and not selectively.

11. All the labour charges towards loading, uploading and transportation charges, etc. shall be borne by the successful bidders. No claims and complaint whatsoever will be entertained on account of lifting and transportation.

12. 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 Disposal of Old/Obsolete Souvenir Items"**. Quotations through Telegraphic/Telex/Fax/E-mail will not be accepted and ignored straightaway.

13. Quotation may be submitted by hand **after examining the said items which are kept in General Stores Branch, Room No. B-16, Basement, Parliament House Annexe, New Delhi – 110001 Ph. Nos. 23035496/23035238.**

14. 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 **21.02.2022 (1700 hrs.).**

Annexure-III

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 old/obsolete broken 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 take away all condemned / scrapped listed items and not selectively.

Yours faithfully,

(Signature of the Tenderer)

Name: _____

Designation with Seal of the Firm

Date:_____

APPENDIX

APPENDIX

COMPLETE LIST OF OLD/OBSULATE SOUVENIR ITEMS FOR DISPOSAL

LIST - I

Sl. No.	Name of Souvenir Item	Purchase rate (per piece) (in Rs.)	No. items	Year of purchase	Location of items
1.	Brass Flower Vase	855.00	01	2006	General Stores Branch
2.	Brass Flower Vase	1274.00	01	2014	
3.	Nut Tray	70.00	02	2002	
4.	Nut Tray	125.00	04	2007	
5.	Nut Tray	110.00	01	2013	
6.	Nut Tray	229.00	03	2015	
7.	Marble Box	290.00	02	2006	
8.	Marble Box	306.00	01	2008	
9.	Marble Box	178.00	03	2014	
10.	Marble Box	211.00	02	2018	
11.	Marble Flower Pot	208.00	01	2015	
12.	Flower Vase (BM)	100.00	10	2002	
13.	Flower Vase (BM)	150.00	08	2010	
14.	Flower Vase (BM)	289.00	06	2014	
15.	Flower Vase (BM)	289.00	05	2019	
16.	Flower Vase (SM)	78.00	03	2002	
17.	Flower Vase (SM)	130.00	03	2006	
18.	Milk Mug 300 ml	62.00	02	2015	
19.	Milk Mug 300 ml	62.00	02	2017	
20.	Wooden Box (Big)	283.00	02	2017	
21.	Wall Clock-497	210.00	04	2016	
22.	Wall Clock-511	227.00	03	2014	
23.	Wall Clock-511	239.00	02	2016	
24.	Wall Clock-511	248.00	03	2018	
25.	Wall Clock-317	160.00	06	2008	
26.	Wall Clock-2187	108.00	03	2016	
27.	Wall Clock-977	77.00	15	2008	
28.	Wooden Elephant	416.00	02	2017	
29.	Bronze Wall Plate	385.00	02	2016	
30.	Bronze Wall Plate	385.00	01	2017	
31.	Calculator	105.00	03	2010	
32.	Calculator	113.00	02	2013	
33.	Soup Bowl	70.00	01	2010	
34.	Soup Bowl	65.00	01	2013	
35.	Pen Holder (Marble)	215.00	01	2017	
36.	Pen Stand (Big)	55.00	01	2004	
37.	Pen Stand (Big)	55.00	03	2005	
38.	Pen Stand (Big)	65.00	02	2008	
39.	Front Line Pen Set	104.00	03	2012	
40.	Pen Stand (Acrylic)	175.00	02	2007	
41.	Pen Stand (Acrylic)	146.00	02	2015	
42.	Time Piece-157	110.00	05	2011	
43.	Time Piece-157	123.00	02	2012	
44.	Shoulder Bag-1 (Jute)	252.00	02	2015	
45.	Napkin Stand	227.00	08	2006	
46.	Napkin Stand	295.00	09	2010	
47.	Napkin Stand	227.00	10	2013	

48.	Tea Set	475.00	02	2008	
49.	Tea Set	644.00	01	2011	
50.	Cup & Saucers	335.00	03	2010	
51.	Coffee Mug Set	170.00	02	2017	
52.	Id Greeting Cards	02.00	3342	2004	
53.	Parker (RB) Vector Pen	110.00	01	2018	

LIST- II

Sl. No.	Name of Souvenir Item	Purchase rate (per rate) (in Rs.)	No. of item	Year of purchase of item	Locations of items
1.	Ball Pen	35.00	01	2010	General Stores Branch
2.	Ball Pen Carola	45.00	02	2009	
3.	Ball Pen Kores	5.00	148	2016	
4.	Beta Parker Pen	101.00	01	2014	
5.	Calculator	75.00	04	2006	
6.	Coffee Mug	162.00	01	2016	
7.	Cup & Saucer	392.00	01	2016	
8.	Deepawali Cards	4.00	1487	2006	
9.	Flower Vase (BM)	289.00	01	2015	
10.	Flower Vase (SM)	204.00	05	2016	
11.	Id Greeting Cards	03.00	425	2005	
12.	Marble Box	306.00	01	2014	
13.	Napkin Stand	295.00	01	2014	
14.	Nut Tray	229.00	03	2017	
15.	Parker RB (Vector)	191.00	02	2017	
16.	Pen Set (Front Line)	104.00	02	2012	
17.	Pen Stand (Big)	178.00	01	2014	
18.	Silver Ball Pen	50.00	01	2016	
19.	Tea Set	814.00	04	2010	
20.	Wall Clock-497	182.00	06	2013	
21.	Wall Clock-497	190.00	11	2013	
22.	Wall Clock-497	198.00	04	2014	
23.	Wall Clock-497 (New)	236.00	03	2019	
24.	Wall Clock-511 (Old)	160.00	03	2009	
25.	Wall Clock-511	196.00	02	2013	
26.	Wall Clock-511	227.00	02	2014	
27.	Wall Clock-511	239.00	01	2014	
28.	Wall Clock-511	251.00	03	2017	
29.	Wall Clock-511	250.00	03	2018	
30.	Wall Clock-511	248.00	04	2018	
31.	Wall Clock-511 (New)	248.00	04	2019	
32.	Wall Clock-317	160.00	07	2006	
33.	Wall Clock-997	75.00	02	2009	
34.	Wooden Box	307.00	01	2014	

LIST –III

Sl. No.	Name of Souvenir Item	Purchase rate (per piece) (in Rs.)	No. of item	Year of purchase of item	Location of items
1.	Beta Parker Pen (2) PMA	110.00	01	2016	General Stores Branch
2.	Cap (1) (PMA)	37.00	14	2012	
3.	Cap (3) (PMA)	55.00	03	2016	
4.	Coaster Set (Chrome) (1) (PMA)	74.00	03	2011	
5.	Flower Pot (Marble) (1) (PMA)	170.00	08	2010	
6	Gents Purse (1) (PMA)	93.00	15	2011	
7.	Gents Purse (2) (PMA)	217.00	03	2015	
8.	Jute Bag (1) (PMA)	160.00	04	2010	
9.	Key Chain (Leather)(1) (PMA)	13.00	03	2013	
10.	Key Chain (Leather) (2) (PMA)	09.00	01	2015	
11.	Marble Box (1) (PMA)	223.00	01	2011	
12.	Message Slip Pad (PMA)	22.00	01	2015	
13.	Mug Set (6 pcs.) (2) (PMA)	169.00	02	2014	
14.	Napkin Stand (1) (PMA)	210.00	03	2006	
15.	Napkin Stand (2) (PMA)	227.00	01	2013	
16.	Napkin Stand (3) (PMA)	255.00	02	2016	
17.	Pad Cover Green (1) (PMA)	205.00	01	2006	
18.	Paper Weight (Marble) (1) (PMA)	100.00	02	2010	
19.	Pen Holder (Wooden) (1) (PMA)	90.00	04	2010	
20.	Pen Set (Front Line) (1) (PMA)	70.00	03	2008	
21.	Pen Set (Perform) (PMA)	105.00	10	2006	
22.	Pen Stand with Watch (PMA)	370.00	15	2010	
23.	Shoulder Bag SB-2 (Kauri) (1) (PMA)	162.00	04	2014	
24.	Shoulder Bag SB-3 (Sheep) (1) (PMA)	147.00	05	2008	
25.	T-shirt (1) (PMA)	92.00	01	2012	
26.	Wall Clock No.317 (1) (PMA)	150.00	13	2011	
27.	Wall Clock No. 317 (2) (PMA)	251.00	10	2013	
28.	Wall Clock No. 317 (3) (PMA)	278.00	03	2014	
29.	Wall Clock No. 317 (4) (PMA)	218.00	08	2015	
30.	Wall Clock No. 317 (5) (PMA)	290.00	02	2016	
31.	Wall Clock No. 317 (6) (PMA)	295.00	27	2019	
32.	Wall Clock (Small) No. 997 (1) (PMA)	90.00	02	2011	
33.	Brass Wall Plate (1) (PMA)	335.00	02	2006	
34.	Watch Set (PMA)	340.00	19	2010	
35.	Water Marble (1) (PMA)	1430.00	02	2006	
36.	Wooden Elephant (1) (PMA)	700.00	04	2006	
37.	Jute Bag (2) (PMA)	271.00	12	2014	
38.	Message Slip Pad (1) (PMA)	20.06	01	2019	
39.	Mug Single (PMA)	44.00	01	2017	
40.	School Bag (4) (PMA)	233.64	02	2018	
41.	Shoulder Bag-3 (Sheep) (2) (PMA)	219.00	01	2016	
42.	Spiral Note Book (small) (2) (PMA)	28.32	05	2019	
43.	Wooden Box (Big)(1) (PMA)	283.00	04	2017	
44.	Wooden Box (small)(5) (PMA)	342.20	01	2019	
45.	Key Chain (Metal)	07.97	65	2019	