

LOK SABHA SECRETARIAT
(General Procurement Branch)

No. 8/Misc./2014-15/GPB

Dated 29.08.2014

From

K.C. Pandey
Under Secretary
General Procurement Branch

To

All Concerned

Subject: Procurement of Golden Brass Logo of Parliament House.

Sir,

Lok Sabha Secretariat requires Golden Brass Logo of Parliament House.

Name of the item	Qty.	Rate (Rs.) ing figure	Rate (in words)	VAT (if any)	Validity of Rate is for 1 year
Golden Brass Logo of Parliament House (As per sample)	1000				

All the firms are requested to submit their quotations as per format given above with the terms & conditions given in annexures I to IV:

Yours sincerely,

(UNDER SECRETARY)
Phone No. 23034410

ANNEXURE-I

QUOTATION FOR THE SUPPLY OF PH BRASS LOGO

Name of the item	Qty.	Rate in figure (Rs.)	Rate in words	Percentage of VAT	Validity of the rate is for 1 year
PH Brass logo	1000 Nos.				

Name of the firm

Signature of the supplier

Date:

ANNEXURE-II

TERMS AND CONDITIONS FOR SUPPLY OF PH BRASS LOGO

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 SAMPLE OF PH BRASS LOGO before quoting the rates. The samples may kindly be seen in General Procurement Branch, Room No. 408, Lok Sabha Secretariat (Ph no. 23034408, 23034410) **on all working days**. Item for which rate is quoted should be similar to the item available with the General Procurement Branch in terms of **quality, colour, size/dimension & weight**. Item supplied by the bidder which is not in conformity with item 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 is identical/similar to those seen in the General Procurement Branch in terms of **colour/shade, quality, size and weight**.
3. Bidder should not have been blacklisted by the Departments/Ministries of the Government of India/PSUs.
4. The rate/price 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.
5. The bid shall remain valid and open for acceptance for a period of **ONE YEAR** 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.
6. Price 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.**
7. If the 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.

8. The Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees five thousand 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. **Firms which are registered with LSS are also not exempted from furnishing bid security (Earnest Money Deposit).** 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.

9. PSD @ 5% in the form of Demand Draft/Banker's Cheque drawn in favour of Drawing and Disbursing Officer, Lok Sabha of order value of the contract will have to be made within 7 days on receipt of Letter for Information to ensure due performance of the contract which will be released after validity of the rate quoted for i.e. after **ONE YEAR**.

10. 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 PH BRASS LOGO to Lok Sabha Secretariat**". Quotations through Telegraphic/Telex/Fax/E-mail will not be accepted and ignored straightaway.

11. 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.

12. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill.

13. The quotations, complete in all respects, should be submitted in a prescribed form in a sealed envelope addressed to the **Under Secretary (GP), Lok Sabha Secretariat, Room No. 408, Parliament House Annexe, New Delhi** and must reach on or before **12.09.2014**.

14. If a firm violates any of these terms & conditions, it shall be blacklisted and its EMD shall be forfeited.

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.

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 sample of PH Brass Logo on for which I/ we have quoted my rates. In case of the tender going in my favour, I/we agree to supply the item as per the sample examined (in terms of quality/ colour/shade/make/weight/ size, etc.)

Yours faithfully,

(Signature of the Tenderer)

Name:

Designation with Seal of the Firm

Date:

