

**LOK SABHA SECRETARIAT
(GENERAL PROCUREMENT BRANCH)**

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

L. No. 020(11)/15/2021-GPB

Dated: 02.09.2021

From

**Rakesh Kumar Chhabra
Executive Officer**

To,

(All concerned)

**Subject: Quotation for supply of Tripods and Tripod Mount
Adapters to Lok Sabha Secretariat.**

Sir/Madam,

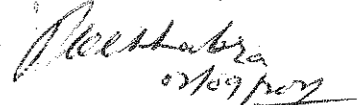
I am directed to state that Lok Sabha Secretariat intends to procure **Tripods and Tripod Mount Adapters**. The detailed specification along with quantity of items to be procured is at **Annexure-I**.

2. You are requested to submit quotation for the item (**after examining the sample**) mentioned at **Annexure-I** in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover **immediately through 'BY HAND' or e-mail at GPB-LSS@SANSAD.NIC.IN latest by 03 September, 2021 (up to 1500 Hours)**. Quotation received after due date and incomplete quotation will not be considered.

3. Detailed terms and 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,



**EXECUTIVE OFFICER
Tel. Nos. 2303 4408
2303 4410**

ANNEXURE-I

Sl. No.	Description of Items	Qty.	MRP (in Rs.)	Rate per unit (in Rs.)	GST Amount per unit (in Rs.)	Amount per unit with GST in figures
	(1)	(2)	(3)	(4)	(5)	6 (4+5)
1	MANFROTTO ELEMENT TRAVELLER TRIPOD BIG WITH BALL HEAD RED, Model No. MKELEB5RD-BH with carrying Bag BM-20160725B5 , Color- Red, Head Type Ball Head, Independent Pan Lock, Leg Angles- 21.5°, 54.5°, 83°, Leg Sections- 5, Material- Aluminum, Panoramic Rotation -360°, Quick Release, Minimum Height-41 cm, Maximum Height -164 cm, Base Diameter- 41 mm, Safety Payload Weight - 8 kg, Tilt Drag -NONE, Leg Lock Type- Twist Lock, Top Attachment 1/4" screw, Bubble Spirit Level (No.) - 2, Easy Link- No, Front Tilt +90°/-38°, Maximum Working Temperature -60 °C, Minimum Working Temperature -30 °C, Pan Drag -NONE, Center Column -rapid, Leg Type -Single, Closed Length- 42 cm, Upper Disc Diameter -46.5 mm, Legs Tube Diameter - 13, 16, 19, 22, 25 mm Ball Locking - Yes, Lateral Tilt +38°/-38°, Maximum Height (With Center Column Down)- 140 cm, Condition New Weight - 1.604 kg, Height - 41.005 cm, Width-0.004 cm, Depth 164.006 cm	02 nos.				
2	SLOVIC BRAND Tripod Mount Adapter/ Tripod Mobile Holder/Tripod Phone Mount/Smartphone Clip Clipper 360 degree for taking Video Shots & pictures,, Model - SLOVICMOUNT-1 , Size-11 x 4 x 4 cm; 90 grams, Material - Acrylonitrile Butadiene Styrene, Alloy Steel, Mounting Type- Tripod, Country of Origin-India	02 nos.				

Note: Items are required immediately.

Signature of the bidder with seal

Name of the Authorized Signatory.....

Designation.....

Name of the firm.....

Full Address.....

Contact No.....

LOK SABHA SECRETARIAT
GENERAL PROCUREMENT BRANCH

**TERMS AND CONDITIONS FOR SUPPLY OF TRIPODS AND TRIPOD
MOUNT ADAPTERS TO LOK SABHA SECRETARIAT**

1. Bidders should be an Indian company/firm **HAVING THEIR OFFICES IN DELHI/NCR** and engaged in supply of goods/articles in Government Departments.
2. Bidders 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)]. **Delivery of items shall be made immediately.**
6. Items to be supplied should be genuine and sealed. If any item is found to be of a substandard (inferior quality)/substitute and not conforming to the required specifications, the bidders/firms will not only have to replace the same with genuine ones but they are also liable to be blacklisted.
7. 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 entrained. Sealed quotation should be superscribed as **"Quotation for supply of Tripods and Tripod Mount Adapters to Lok Sabha Secretariat"**.
8. This Secretariat will have the authority 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.
9. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill.
10. If a firm violates any of these terms & conditions, appropriate action will be taken and also liable to be blacklisted.
11. 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 entrained.
