

**Tender No. 016/5/2020-GPB**

**e-TENDER DOCUMENT**

**FOR**

**DISPOSAL OF OLD/OBSOLETE OFFICE MACHINES,  
EQUIPMENT, SPARE PARTS, CONSUMABLES,  
ACCESSORIES, ETC.**

**PARLIAMENT HOUSE ANNEXE NEW DELHI**

**(Visit us at website  
<https://eprocure.gov.in/eprocure/app> &  
[www.loksabha.nic.in](http://www.loksabha.nic.in))**

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**LOK SABHA SECRETARIAT**  
**(GENERAL PROCUREMENT BRANCH)**  
**ROOM NO. 408, PARLIAMENT HOUSE ANNEXE,**  
**NEW DELHI – 110001**  
**Tel. Nos. 2303 4408 & 2303 4410**

**NOTICE INVITING TENDER (NIT)**

Lok Sabha Secretariat invites Online Bids on Single Stage under **Two Bid System, viz., Technical Bid and Financial Bid** from the Recycler/Re-processor/Dismantler of e-waste registered with Pollution Control Board of Central/State/UT Government, for disposal of **old/obsolete office machines, equipment, spare parts, consumables, accessories, etc.,** on **"AS IS WHERE IS BASIS"**. Complete list of equipment/items is given in **Annexure IX**.

**2. Document Download:**

The Tender Document having detailed Instructions and Terms & Conditions are available on the Lok Sabha website [www.loksabha.nic.in](http://www.loksabha.nic.in) and CPPP site <https://eprocure.gov.in/eprocure/app>. CRITICAL DATE SHEET for the e-Tender is as under:

**CRITICAL DATE SHEET**

Published Date	05.03.2021 (1800 hours)
Bid Document Download Start Date	05.03.2021 (1800 hours)
Bid Document Download End Date & Time	25.03.2021 (up to 1500 hours)
Date and Time for Inspection of Items	From 08.03.2021 and 19.03.2021 (1100 hours to 1500 hours)
Clarification Start Date	05.03.2021 (1800 hours)
Clarification End Date & Time	11.03.2021 (up to 1500 hours)
Last date for replying to clarification, if any	15.03.2021 (1800 hours)
Bid submission Start Date & Time	16.03.2021 (1000 hours)
Bid submission End Date & Time	25.03.2021 (up to 1500 hours)
Bid Opening Date & Time	30.03.2021 (1600 hours)

### 3. Bid Submission:

Bids shall be submitted online only at CPP Portal website: <https://eprocure.gov.in/eprocure/app>. Bidders are advised to follow the instruction "Instructions to Bidder for Online Bid Submission" provided in the 'Annexure-I' for online submission of bids". Bid Documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. Tenderer who has downloaded the Tender Document from the Lok Sabha website [www.loksabha.nic.in](http://www.loksabha.nic.in) and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with Lok Sabha Secretariat.

5. Intending tenderers are advised to visit Lok Sabha website [www.loksabha.nic.in](http://www.loksabha.nic.in) and CPPP Website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum/addendum/amendment.

6. No tender fee is required to be paid at the time of submission of bids.

7. Bidders are exempted from Bid Security/Earnest Money Deposit (EMD). However, the Bidder is required to upload 'Bid Security Declaration' as per Annexure-IV. A Bid received without 'Bid Security Declaration' shall be rejected and treated as non-responsive.

8. Bids will be opened as per Date/Time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid the results of their qualification as well Price-Bid Opening will be intimated later.

### Submission of Tender

9. The Tender shall be submitted online in two part, viz., technical bid and financial bid.

10. All the pages of Bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

11. The offers submitted by Fax/email shall not be considered. No correspondence will be entertained in this matter.

### **Technical Bid**

12. Scanned copies (only pdf) of the following should be uploaded online:

**(i) Technical Data Sheet as per Annexure II.**

**(ii)** Valid Registration for Recycler/Re-processor/Dismantler of e-Waste with Pollution Control Board of Central/State/UT Government for electronic items mentioned in **Annexure-IX**;

**(iii)** GST and PAN Card Registration Certificates;

**(iv)** Bid Security Declaration (Annexure-IV), Price Bid Undertaking (Annexure-V), Tender Accepting letter (Annexure-VI), Declaration regarding blacklisting or otherwise. (Annexure-VII) and Letter of authorization for attending the bid opening (Annexure-VIII)

### 13. **FINANCIAL BID**

Schedule of rate/price bid is in the form of "V3\_BOQ\_ItemWise\_Openfor\_H1.xls"

**Director  
Lok Sabha Secretariat**

## **INSTRUCTIONS TO THE BIDDERS AND TERMS & CONDITIONS**

### **1. Definitions**

- (i) 'The Seller' means the Lok Sabha Secretariat.
- (ii) 'The Bidder' means the individual or firm who participates in this tender and submits bid.

### **2. Bid Document**

- (i) Instructions to the bidder and terms & conditions of the tender
- (ii) Technical Bid Format
- (iii) Financial/Price bid Format (Price Schedule)

2.2 The Bidder(s) is/are expected to examine all Instructions, Terms and Conditions contained in the Tender Document. Failure to furnish all information required as per the Tender Document or submission of Bid not substantially responsive to the Tender Document in every respect will be at the bidder's risk and may result in rejection of the bid.

### **3. Documents/Certificates**

The Bidders are required to upload the following documents along with Technical Bid in pdf format (Documents in original should be produced for verification before signing of the agreement:

- (i) Valid Registration for Recycler/Re-processor of e-Waste with Pollution Control Board of Central/State/UT Government for electronic items mentioned in Annexure-IX;
- (ii) GST and PAN Card Registration Certificates;
- (iii) Bid Security Declaration (Annexure-IV), Price Bid Undertaking (Annexure-V), Tender Accepting letter (Annexure-VI), Declaration regarding blacklisting or otherwise. (Annexure-VII) and Letter of authorization for attending the bid opening (Annexure-VIII)

**The Financial/Price Bids for the bidder whose Technical Bids found complete and conform the eligibility criteria, shall be opened.**

#### **4. Bid Security/Earnest Money Deposit (EMD)**

Bidders are exempted from Bid Security/Earnest Money Deposit (EMD). However, the Bidder is required to upload 'Bid Security Declaration' as per **Annexure-IV**. A Bid received without 'Bid Security Declaration' shall be rejected and treated as non-responsive.

#### **5. Clarification on Bid document**

In case the prospective bidders need any clarification regarding any terms and conditions of the tender, he/she/they may seek clarification through CPPP on or before the time indicated in the Critical Date Sheet.

#### **6. Amendment of Bid document**

6.1 At any time prior to 'Bid Submission Start Date' indicated in Critical Date Sheet, the Seller may for any reason whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the bid documents by amendment. The amendment will be uploaded onto LSS website [www.loksabha.nic.in](http://www.loksabha.nic.in) and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> for the benefit of all the prospective bidders.

6.2 In order to give prospective bidders reasonable time for taking an amendment into account in preparing their bids, the Director, General Procurement Branch may at his discretion, extend the deadline for the submission of bids.

#### **7. Non transferability**

This Tender is non transferable.

#### **8. Preparation and Uploading of e-Tender**

8.1 Bidder should take into account corrigendum, if any, published to the tender document before uploading their bids.

8.2 Bidder should get ready the Bid Documents in advance to be uploaded as indicated in the Tender Document/Schedule and generally, they should be in pdf/xls formats. Bid Documents may be scanned with 100 dpi with black and white option.

8.3 The bid uploaded online by the bidders and all correspondence and documents relating to the bid exchanged by the bidder with the Seller shall be written in English only.

## 9. Documents comprising the bid

9.1 The Bid should consist all the documents/certificates as mentioned in para 12 of NIT, price bids, etc., required to be uploaded in the e-procurement system.

9.2 The bids shall comprise of (i) technical bid and (ii) the financial bid:

- (i) The technical bid comprises of all the information/ documents sought in should be uploaded onto CPPP in pdf format only. **The documents / information sought should be in the same serial order as given in the NIT.**
- (ii) The financial bid shall specify the rates / prices in the format shown in the financial bid/price schedule and should be uploaded onto CPPP in xls format only.

**N.B. : All the documents uploaded must be legible and digitally signed. Otherwise the bid is likely to be rejected.**

## 10. Bid Prices

The rates should be quoted in Indian Rupees only.

## 11. Period of validity of bids

The bid shall remain valid and open for acceptance for a period of 120 days from the last date fixed for opening the same. A bid valid for a shorter period shall be rejected by the Seller as non responsive.

## 12. Signing of the bids

The bidder has to authenticate with his digital signature certificate and upload the required bid owning responsibility for their correctness/authenticating documents one by one as indicated in the tender document. The required documents for the tender should be properly paged and indexed and the requisite information should be highlighted also.



### **13. Deadline for submission of bids**

13.1 Bids must be uploaded in the CPP Portal on or before the prescribed date and time mentioned in the Critical Date Sheet of NIT.

**13.2 Director, General Procurement Branch, Lok Sabha Secretariat,** may, at his discretion, extend the deadline for bids through the issuance of an amendment for the reasons mentioned therein in which case all rights and obligations of the Seller and the bidders previously subject to the deadlines shall thereafter be subject to the new deadline as extended.

13.3 The responsibility for uploading the bids in time would rest with the bidder.

13.4 Offers by Fax/e-mail will be treated as defective, invalid and rejected. Only detailed complete bids received through CPP Portal prior to the closing time and date of the bids will be taken as valid.

### **14. Inspection of Materials**

The inspection of material should be done carefully by the prospective bidders or their representatives at **General Stores Branch of Lok Sabha Secretariat, Parliament House Annexe, New Delhi – 110001 (2303 5496, 2303 5238 and 2303 4493); Distribution Branch (2303 4497) and Micro Filming Unit, Parliament Library Building, New Delhi as per schedule mentioned in Critical Date Sheet of Notice Inviting Tender (NIT)** and queries should be raised with the concerned Officers at the time of inspection. No further clarifications shall be given after the above inspection.

### **15. Bid Opening**

15.1 On the date and time indicated in the 'Critical Date Sheet' of Notice Inviting Tender (NIT) bids will be opened at Room No. 408, Parliament House Annexe, Sansad Marg, New Delhi – 110001 in the presence of the bidders or their representatives duly authorized by the bidder who wish to be present. If the 'Bid Security Declaration' is not found as prescribed, the bid shall summarily be rejected. The representatives are required to bring photo identity card issued by the firm / employer and also a copy of the authorization as given in the '**Annexure-VIII**'

15.2 Bids shall be numbered serially by competent authority. The bidder's names, documents submitted/not submitted and such other details as the competent authority, at its discretion may consider appropriate shall be announced at the bid opening.

## **16. Clarification of Bids**

16.1 To assist in the examination, evaluation and comparison of tenders, the Seller may ask the bidders individually for clarification of their tenders.

16.2 The request for clarification and their response shall be through CPP Portal but no change in the price or substance of the tender shall be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered by the Seller during the evaluation of the tenders.

16.3 The bidder shall provide all necessary information and documents to be submitted to the Seller during evaluation of its tender. 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.

## **17. Technical evaluation**

17.1 The Seller shall carry out the evaluation based on the uploaded certificates/documents in the e-procurement system.

17.2 The competent authority shall examine/ evaluate the technical bids to determine whether the bidders have submitted the requisite documents (iii) meet the terms and conditions specified, (iv) complied with all the instructions contained therein, etc. **For the purpose of this clause a substantially responsive bid is one which conforms to all the terms and conditions of the bid document without material deviation.**

17.3 Prior to financial evaluation, the Seller will determine the substantial responsiveness of each bid to the bid document. For the purpose of this clause, a substantially responsive bid is one which conforms to all the terms, conditions and specifications of the bid documents without any deviation or reservation. **The determination of bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.**

17.4 A bid determined as substantially non responsive will be rejected by the Seller and shall not subsequent to the bid opening be made responsive by the bidder by correction of the non conformity.

## **18. Financial evaluation and comparison of substantially technically responsive bids**

18.1 The Seller shall carry out the evaluation based on the uploaded schedule of rates (price bids) in the e-procurement system.

18.2 The **financial bids** of technically qualified bidders only will be recommended for opening and consideration by the Competent Committee/Purchase Committee/Authority. The said Committee will evaluate the bids to determine whether (i) they are complete; (ii) the requisite bid securities have been furnished; (iii) the bids have been properly signed and stamped; (iv) the bids are generally in order, etc.

18.3 The Seller shall shortlist those who are eligible and submitted substantially technical responsive bids for opening of financial bid. The names of the successful bidders will be displayed on the CPP Portal and website of Lok Sabha. Such successful bidders may like to attend the financial bid opening. The date, time and venue of the financial bid opening will be uploaded on CPP Portal and website of Lok Sabha. **The financial bids of unsuccessful bidders would not be opened.**

18.4 A bid which in relation to the cost estimates of the empowered Committee is unrealistically priced and which cannot be substantiated satisfactorily by the bidder may be rejected as non responsive.

## **19. Contacting the Sellers**

19.1 No bidder shall try to influence the Seller on any matter relating to its bid, from the time of the bid opening till the time tender is awarded.

19.2 Any effort by the bidder to influence the Seller in the Seller's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

## **20. Award of tender**

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.

## 21. **Right to accept/reject any or all Bids**

The Seller reserves the right to accept or reject any bid including the highest and to annul the bidding process and reject all bids, at any time prior to award of tender, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the said action.

## 22. **Notification of Award**

22.1 Prior to the expiration of the prescribed period of bid validity, the **Director, General Procurement Branch** will notify the successful bidder on CPP Portal that his bid has been found successful.

22.2 List of successful and unsuccessful bidders will be uploaded on CPP Portal.

## 23. **Annulment of the Award**

23.1 Failure of the successful bidder to comply with any of the requirements shall constitute sufficient ground for the annulment of award and forfeiture of the bid security in which event Seller may make the award to any other bidder at the discretion of the Seller or call for new bids.

23.2 The reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient grounds.

## 24. **Removal of materials**

24.1 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 as prescribed in the Tender Document. 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.

24.2 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 site. 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.

24.3 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.

**24.4 The successful bidder will have to take away all Condemned/scrapped listed items and not selectively.**

24.5 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.

**25. Settlement of disputes**

All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Secretary General, Lok Sabah Secretariat or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

**26. Seller's Rights**

26.1 The LSS reserves the right to accept/reject any or all the Bids in whole or in part and annul the bidding process without assigning any reason whatsoever.

26.2 Provided that a bid is substantially responsive, the LSS reserves the right to seek necessary information or documentation from the bidder (s), within a reasonable period of time, to rectify non-material, non-conformity, or omission in the bid related to documentation requirements. Such omission shall not be related to any aspect of the

price of the bid. Failure of the bidder to comply with the request may result in the rejection of its bids.

26.3 The LSS reserves the right to award the contract to more than one Bidder.

26.4 If a firm after award of the contract violates any of the terms and conditions fails to honour its bid without sufficient grounds and within reasonable time it shall be liable for blacklisting for a suitable period.

## **ANNEXURE-I**

### **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at : <https://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>.) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g.Sify/nCode/eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/e-Token.

## **SEARCHING FOR TENDER DOCUMENT**

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organisation Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organisation Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

## **PREPARATION OF BIDS**

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. The number of documents-including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard document (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "other Important Documents" are available. These documents may be directly submitted from the "My Space" are while submitting a bid, and need



not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable in the tender document.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids, etc., the bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption

technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents being readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk.

**ANNEXURE-II**

**TECHNICAL BIDS**

**INFFORMATION AND DOCUMENTS TO BE SUBMITTED**

1. Name of the Tenderer Firm/Agency/Company: .....
  2. Address of the Tenderer Firm/Agency/Company:.....  
.....
  3. Contact Details of the Tendering Firm/Agency:
    - (a) Tel. No. with STD (O)..... (Fax).....(R).....
    - (b) Mobile No.....(c)E-mail.....(d) Website.....
  4. Name of Proprietor/Partners/Directors of the firm/agency: .....
  5. Tenderer's bank details:-
    - (i) Name of Account Holder:-.....
    - (ii) Complete A/c No. (Current/Saving).....
    - (iii) Name of Bank .....
    - (iv) Name of Branch with complete Address.....  
.....
    - (v) IFS Code of Branch .....
    - (vi) 9 Digit MICR Code of Branch .....
- (Attach one copy of cancelled cheque leaf (after cutting the cheque number).***
6. GST Registration and PAN Card details .....  
***(Pl. attach copies of the relevant documents/certificates)***
  7. Copy of Registration Certificate issued by Pollution Control Board of Central/State/UT Government .....
  8. Bid Security Declaration (Annexure-IV), Price Bid Undertaking (Annexure-V), Tender Accepting letter (Annexure-VI), Declaration regarding blacklisting or otherwise. (Annexure-VII) and Letter of authorization for attending the bid opening (Annexure-VIII).....

**Name & Address of Firm.....**  
**Authorised Signature & Seal of the Firm**

**Dated.....**

## ANNEXURE-III

### PRICE BIDS (SCHEDULE OF RATES)

The below mentioned Financial Proposal/Commercial bid format is provided as along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this V3\_BOQ\_ItemWise\_Openfor\_H1.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidders shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with Lok Sabha Secretariat.

Description of Items	Offered Price (in Rs.)	HSN Code	GST Amount (in Rs.), if any	Total Amount (in Rs.) with GST	Total Amount in figure
(1)	(2)	(3)	(4)	(5) [(3)+(4)]	(6)
All Office equipments, spare parts, consumables, accessories, etc. mentioned at <b>Annexure IX</b> of Tender Document.					

**BID-SECURITY DECLARATION  
(To be given on Company Letter Head)**

From

(Full name and address of the Bidder)

.....

.....

To,

The Director  
General Procurement Branch,  
Lok Sabha Secretariat, Parliament House Annexe,  
New Delhi-110001.

Dear Sir/Madam,

I/We are aware that the bid should be supported by a Bid Security Declaration in accordance with the Terms & Conditions of the Tender Document. I/We accept to automatically be suspended from being eligible for bidding in any contract in Lok Sabha Secretariat for a period of three years from the date of opening of Bid, if I/We (i) withdraw or modify my/our bids during the period of validity; (ii) fail to remove/lift materials within the prescribed time; (iii) fail to deposit the full amount within a stipulated period; and (iv) violate any Terms & Conditions of the Tender Document.

Yours faithfully,

**Signature of Authorized Representative with Date**

**PRICE BID UNDERTAKING**

**(To be given on Company Letter Head)**

From  
(Full name and address of the Bidder)  
.....  
.....

To,  
The Director  
General Procurement Branch,  
Lok Sabha Secretariat, Parliament House Annexe, New Delhi-110001.

Dear Sir/Madam,  
I/We submit the Price Bid for and related activities as envisaged in the Bid document.  
2. I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agreed to abide by them.  
3. I/We offer to work at the rates and applicable taxes as indicated in the financial bid, **Annexure-III**.

Yours faithfully,

Signature of authorized Representative

**ANNEXURE -VI**

**TENDER ACCEPTANCE LETTER**

**(To be given on Company Letter Head)**

Date : .....

To,

The Director  
General Procurement Branch,  
Lok Sabha Secretariat, Parliament House  
Annexe, New Delhi-110001.

**SUBJECT: DISPOSAL OF OLD/OBSOLETE OFFICE MACHINES,  
EQUIPMENT, SPARE PARTS, CONSUMABLES,  
ACCESSORIES, ETC.**

**Dear Sir,**

I/We have downloaded/obtained the tender document(s) for the above mentioned tender from the web site(s), namely, [www.loksabha.nic.in](http://www.loksabha.nic.in) and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app>.

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. ....to (including all documents like annexure (s), schedule(s), etc.), and I/we shall abide hereby by the terms and conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.

5. I/We certify that all information furnished by our Firm is true and correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.

Yours Faithfully,

**(Signature of the Bidder, with Official Seal)**

**DECLARATION**

**(To be given on Company Letter Head)**

To

The Director,  
Lok Sabha Secretariat,  
Parliament House Annexe,  
New Delhi-110001.

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by all the terms and conditions of this Tender.

2. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have blacklisted/banned / suspended business dealing. I/We further undertake to report to the Lok Sabha Secretariat, New Delhi immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor /Partners/Directors are Proprietor or Partner or Director of such a firm which is blacklisted/banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

**(Signature of the Bidder)**

**Name:.....**

**Designation with Seal of the Firm**



**ANNEXURE -VIII**

**LETTER OF AUTHORIZATION FOR ATTENDING THE BID OPENING**

**(To be given on Company Letter Head)**

Subject: Authorization for attending the tender opening of the  
Tender for .....

Following person is hereby authorized to attend the bid opening for the  
tender mentioned above on behalf of M/s.....(name  
of the bidder)

Name specimen signature

Alternate representative

Name specimen signature

Signature of the  
bidder or  
Officer authorized to sign the bid documents on behalf of the bidder

**ANNEXURE-IX****I. PHOTOCOPIER MACHINES (21 Nos.)**

Sl. No.	Nomenclature of Machine / Equipments and other miscellaneous items	Model No.	Serial No.	Date of Purchase	Location of items
1.	Minolta	Bizhub-210	20740843	14.09.2006	<b>Lok Sabha Secretariat, General Stores Branch, Parliament House Annexe, Sansad Marg, New Delhi – 110001 (Contact Nos. 2303 5238, 2303 5496 and 2303 4493)</b>
2.	Toshiba	e-Studio-205	CZL-622955	20.02.2007	
3.	Toshiba	e-Studio-205	CZL-623033	20.02.2007	
4.	Panasonic	DP-8020-E	DHP-52700096	28.11.2008	
5.	Panasonic	DP-8020-E	FIP-52700079	11.08.2009	
6.	Ricoh	Aficio MP2000LE	L7107250527	31.01.2011	
7.	Ricoh	Aficio MP2000LE	L7116350096	30.04.2011	
8.	Ricoh	Aficio MP2000LE	L7116750224	08.09.2011	
9.	Ricoh	Aficio MP4000B	V7916730049	30.09.2011	
10.	Ricoh	Aficio MP4000B	V7916730045	30.09.2011	
11.	Ricoh	Aficio MP4000B	M5416730040	30.09.2011	
12.	Ricoh	Aficio MP2000LE	L7126150524	19.03.2012	
13.	Ricoh	Aficio MP2000LE	L7126150497	19.03.2012	
14.	Ricoh	Aficio MP4002SP	W521MC50116	19.03.2012	
15.	Ricoh	Aficio MP4002SP	W521MC50107	19.03.2012	
16.	Ricoh	Aficio MP4001	W522M150142	29.03.2012	
17.	Ricoh	Aficio MP2000LE	L7126250465	29.03.2012	
18.	TOSHIBA	EStudio-205 (20 CPM)	CZL-622937	20.02.2007	
19.	PANASONIC	DP8020E (20CPM)	IJP52700025	30.09.2010	
20.	RICOH	Aficio MP 2000LE (20CPM)	L7116150571	10.03.2011	
21.	RICOH	Aficio MP 2000LE (20CPM)	L7126150318	19.03.2012	

**II. DIGITAL COPY PRINTER (5 nos.)**

Sl. No.	Nomenclature of Machine / Equipments and other miscellaneous items	Model No.	Serial No.	Date of Purchase	Location of items
1.	Gestetner Digital Copy Printer along with ADF	DX-6346	F781000003F 1084100008 (ADF)	09.12.2008 21.05.2009 (ADF)	<b>General Stores Branch</b>
2.	Gestetner Digital Copy Printer along with ADF	DX-6346	F470900004 108410007 (ADF)	09.12.2008 21.05.2009 (ADF)	

3.	Copy Printer with accessories	DX 4640 OPD	N4600900010	16.12.2010	
4.	Copy Printer with accessories	DX 4640 OPD	N4600900022	16.12.2010	
5.	Copy Printer with accessories	DX 4640 OPD	N4600900023	16.12.2010	

### III. FAX MACHINES (25 nos.)

Sl. No.	Nomenclature of Machine / Equipments and other miscellaneous items	Model No.	Serial No.	Date of Purchase	Location of items
1.	Canon	L-220	JKD-31606	19.01.2007	<b>Lok Sabha Secretariat , General Stores Branch, Parliament House Annexe, Sansad Marg, New Delhi – 110001 (Contact Nos. 2303 5238, 2303 5496 and 2303 4493)</b>
2.	Brother	2820	K6J-920843	31.03.2007	
3.	Brother	2820	C7J-263690	16.08.2007	
4.	Samsung	SF 565PR	9F67BAIQ201709X	07.01.2009	
5.	Samsung	SF 565PR	9F67BAIG133583E	07.01.2009	
6.	Samsung	SCX4828FN	14A5BAHZ200037	26.08.2010	
7.	Samsung	SF 651PR	Z4BQBFZ100027	07.02.2011	
8.	Samsung	SF 651P	Z4BQBFBB600042	23.08.2011	
9.	Samsung	SF 651P	Z4BQBFBB600022	10.10.2011	
10.	Samsung	SF 651PR	Z4BQBFZ400058	07.02.2011	
11.	Samsung	SF 651P	Z4BQBFBB800095	15.12.2011	
12.	Samsung	SF 651P	Z4BQBFBB900089	10.02.2012	
13.	Samsung	SF651P	Z4BQBFBB800033	15.03.2012	
14.	Samsung	SF651P	Z4BQBFBC200163A	30.10.2012	
15.	BROTHER	2820	G6J-222002	10.05.2007	
16.	BROTHER	2820	E64069G6J221974	10.05.2007	
17.	BROTHER	2820	K6J-152691	10.05.2007	
18.	SAMSUNG	SF-565PR	BAIQ410021N	07.01.2009	
19.	SAMSUNG	SF-565 PR	9F67BAZS600016	16.11.2009	
20.	SAMSUNG	SF 565PR	9F67BAJS600023	16.11.2009	
21.	SAMSUNG	SF 565PR	9F67BAJS400029	16.11.2009	
22.	SAMSUNG	SF 651P	Z4BQBFZ500224	13.08.2010	
23.	SAMSUNG	SCX-4521F	8P67BACZ601240N	13.08.2010	
24.	SAMSUNG	SF 651P	Z4BQBFZ500271D	13.08.2010	
25.	SAMSUNG	SF 651PR	Z4BQBFZ400197	07.02.2011	

#### IV. MISCELLANEOUS MACHINES (87 nos.)

Sl. No.	Nomenclature of Machine / Equipments and other miscellaneous items	Model No.	Serial No.	Date of Purchase	Location of Machines
1.	Hand Paper Cutter	Nil	Nil	Nil	<b>General Stores Branch</b>
2.	Paper Cutter	Nil	Nil	24.04.2001	
3.	Photo Paper Cutter	Nil	Nil	07.11.2000	
4.	Time Piece	HES	Nil	05.04.1976	
5.	Stop Watch (Casio)	HS-30W	Nil	05.07.2002	
6.	Digital Electronic Table Clock	Bionics-012B	Nil	27.09.1988	
7.	Digital Electronic Table Clock	Bionics-012B	Nil	17.07.1989	
8.	Servo Control Voltage Stabilizer	2 KA-Rating	Nil	27.09.1988	
9.	CVT Capacity 500 VA	Bhurji	829	06.10.1998	
10.	CVT Capacity 500 VA	Bhurji	830	06.10.1998	
11.	CVT	150-VA-Power Pack	Nil	13.07.1999	
12.	CVT	150-VA-Power Pack	Nil	13.07.1999	
13.	CVT	150-VA-Power Pack	Nil	13.07.1999	
14.	CVT	150-VA-Power Pack	Nil	13.07.1999	
15.	Punch Laminating Machine	Avanti DL-140	200	13.10.1998	
16.	Lamination Machine	GQ-12, Size 4"	LG-911030198	23.08.1999	
17.	Heavy Duty Stapler	Nil	Nil	29.07.2006	
18.	Heavy Duty Stapler	HD-23 S17 Kangaroo	Nil	12.09.2007	
19.	Heavy Duty Stapler	HD 23S24 Kangaroo	Nil	28.04.2010	
20.	Heavy Duty Stapler	HD 23S24 Kangaroo	Nil	28.04.2010	

Sl. No.	Nomenclature of Machine / Equipments and other miscellaneous items	Model No.	Serial No.	Date of Purchase	Location of items
21.	Heavy Duty Stapler	HD-1217	Nil	01.06.2012	<b>General Stores Branch</b>
22.	Heavy Duty Stapler	Kangaroo HD-1213	Nil	25.04.2013	
23.	Heavy Duty Stapler	Kangaroo HD-1213	Nil	25.04.2013	
24.	Heavy Duty Stapler	Kangaroo HD-1213	Nil	25.04.2013	
25.	Heavy Duty Stapler	DS45L (Kangaroo)	Nil	11.06.2014	
26.	Heavy Duty Stapler	DS45L (Kangaroo)	Nil	11.06.2014	
27.	Heavy Duty Stapler	DS45L (Kangaroo)	Nil	11.06.2014	
28.	Heavy Duty Stapler	HD23S24	Nil	31.10.2014	
29.	HD Stapler (Kangaroo)	HD23S24	Nil	16.09.2015	
30.	HD Stapler (Kangaroo)	HD23S24	Nil	16.09.2015	
31.	HD Stapler (Kangaroo)	HD23S24	Nil	22.05.2017	
32.	HD Stapler (Kangaroo)	HD23S24	Nil	22.05.2017	
33.	Stappled Stitching Machine	Nil	Nil	21.04.1995	
34.	Heavy Duty Vacuum Cleaner	Z-75	Z00-594-39-7	19.11.1987	
35.	Vacuum cleaner	Euroclean	Nil	09.09.2006	
36.	Vacuum cleaner	Euraform	9050556	20.11.2008	
37.	Fogging Machine	Nil	Nil	28.01.1994	
38.	Paper Shredding Machine	Cross Cut SC-203-A	Nil	10.02.2003	
39.	Paper Shredding Machine	Executive	HK 002125	06.08.2007	
40.	Paper Shredder	Antiva 9270	AA0016561	09.08.2010	
41.	Paper Shredder Machine	NB-6X	2609523092	22.07.2014	

<b>Sl. No.</b>	<b>Nomenclature of Machine / Equipments and other miscellaneous items</b>	<b>Model No.</b>	<b>Serial No.</b>	<b>Date of Purchase</b>	<b>Location of items</b>
<b>42.</b>	Paper Shredder Machine	NB-6X	2609523093	22.07.2014	<b>General Stores Branch</b>
<b>43.</b>	Paper Shredder	NB-5XX	R-5564	10.12.2014	
<b>44.</b>	Weighing Machine	A-612W	E-Bo7A W452	12.03.2008	
<b>45.</b>	Double Hole Punching Machine	DP-800	Nil	24.04.2008	
<b>46.</b>	Heavy Duty Double Hole Punch	DP-800	Nil	01.06.2012	
<b>47.</b>	Single Hole Punching Machine	HDP-1320 (Kangaro)	Nil	04.11.2008	
<b>48.</b>	Heavy Single Duty Hole Punch	Kangaroo HDR-1320	Nil	23.04.2013	
<b>49.</b>	Heavy Single Duty Hole Punch	Kangaroo HDR-1320	Nil	23.04.2013	
<b>50.</b>	Heavy Single Duty Hole Punch	Kangaroo HDR-1320	Nil	23.04.2013	
<b>51.</b>	Heavy Single Duty Hole Punch	Kangaroo HDR-1320	Nil	23.04.2013	
<b>52.</b>	Single Hole Punching Machine	HDP-1320 (Kangaro make)	Nil	04.11.2008	
<b>53.</b>	Electronic Calculator Printer	PD002ST	PD002ST/1	17.01.2014	
<b>54.</b>	Electronic Calculator Printer	PD002ST	PD002ST/2	17.01.2014	
<b>55.</b>	Electronic Calculator Printer	PD002ST	PD002ST/3	17.01.2014	
<b>56.</b>	Electronic Calculator Printer	PD002ST	PD002ST/4	17.01.2014	
<b>57.</b>	Electronic Calculator Printer	PD002ST	PD002ST/5	17.01.2014	

Sl. No.	Nomenclature of Machine / Equipments and other miscellaneous items	Model No.	Serial No.	Date of Purchase	Location of items
58.	Electronic Calculator Printer	PD002ST	PD002ST/6	17.01.2014	<b>General Stores Branch</b>
59.	Electronic Calculator Printer	PD002ST	PD002ST/9	17.01.2014	
60.	Electronic Calculator Printer	PD002ST	PD002ST/10	17.01.2014	
61.	Electronic Calculator Printer	PD002ST	PD002ST/13	17.01.2014	
62.	Electronic Calculator Printer	PD002ST	PD002ST/14	17.01.2014	
63.	Electronic Calculator Printer	PD002ST	PD002ST/15	17.01.2014	
64.	Electronic Calculator Printer	PD002ST	PD002ST/16	17.01.2014	
65.	DVD Player	DVP-Ns78h	2016704	09.06.2008	
66.	Voice Recorder Sony with Head phone	ICD-VX70	P 19934915-N3913678	01.10.2008	
67.	Voice Recorder (Sony)	ICDUX533F/BC E	5045203	12.11.2014	
68.	Air Purifier	OSIMiLife - OS 6100	08050020	31.05.2009	
69.	Air Purifier	OSIMiLife - OS 6100	08030010	31.05.2009	
70.	Air Purifier	OSIMiLife - OS 6100	08030278	31.05.2009	
71.	Camera with Accessories (SONY)	DSC-HX9V / BE-32	2310662	11.10.2011	
72.	Iron Trolley	POROLR	NIL	04.04.2013	
73.	Iron Trolley	POROLR	NIL	04.04.2013	
74.	Land Trolley (Pallotcart) & Metallic Trolley	Nil	Nil	18.10.2011	
75.	Sony(IC) Audio Recorder	ICDUX533F	2427400	18.05.2013	

Sl. No.	Nomenclature of Machine / Equipments and other miscellaneous items	Model No.	Serial No.	Date of Purchase	Location of item
76.	Cycle	Atlas Nova	R-186098	25.07.2014	<b>General Stores Branch</b>
77.	Cycle	Atlas Gold	A2411229	27.05.2011	
78.	Sony Handy Cam	HDR-PJ540E	3744405	07.10.2014	
<b>Micro Filming Equipments</b>					
79.	Kodak Prostar-I-L (Processor)	Nil	3282	Aug, 1986	<b>Micro-Filming Unit, Parliament Library Building, New Delhi.</b>
80.	Duplicator (Extek)	2101E	389	Aug, 1986	
81.	Recording Micro file Machine	Nil	15957	Aug, 1986	
82.	Inspection Station (Kodak)	Nil	Nil*	Aug, 1986	
83.	Micro Image Terminal	Nil	70172	Aug, 1986	
84.	Starfile RV-3 Microfilmer	RIM-1000 Microfilmer	53516	Mar, 1990	
85.	Starfile RV-3 Microfilmer	RIM-1000 Microfilmer	53531	Mar, 1990	
86.	Starfile RV-3 Microfilmer	RIM-1000 Microfilmer	53564	Mar, 1990	
87.	Microfilm Reader Printer (HCL)	Canon PC Printer 80	48308834	23.05.1991	

## VI. STORE ARTICLES

Sl. No.	Name of Articles	Quantity	Remarks
1.	Used UPS Battery Big Size (12~26Ah)	59 Pieces	<b>General Stores Branch</b>
2.	Used UPS Battery Small Size (12~7Ah)	790 Pieces	
3.	Dot Matrix paper	208 Reams	
4.	Trunk Steel	15 Piece	
5.	Used Empty Color Cartridge	1100 Piece	
6.	Suit case Broken	12 Pieces	
7.	Mayur Jug Broken	10 Pieces	
8.	Glass Tumbler Broken	67 Pieces	
9.	Table Glass	09 Pieces	
10.	Steel Punch	210 Pieces	
11.	Stapler	200 Pieces	
12.	Scissors	100 Pieces	
13.	Pen Stand	70 Pieces	
14.	Water Jug Plastic	100 Pieces	
15.	Ink Cartridge (Ricoh Printer 6346)	28 Pieces	
16.	Ink Cartridge (Ricoh Printer 4640)	36 Pieces	
17.	Master Roll (Ricoh Printer 6346)	17 Pieces	
18.	Master Roll (Ricoh Printer 4640)	14 Pieces	

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