

Tender No. GPB016/1/2018

**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)**

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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 E-TENDER

TENDER NOTICE

Lok Sabha Secretariat invites online bids on single stage under **two bid system, viz., technical bid and financial bid** from the Recycler/Re-processor of E-waste 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 VIII and IX.**

2. Document Download:

The tender document having detailed instructions and terms & conditions are available on the Lok Sabha website 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	22.01.2018 (1400 hours)
Bid Document Download Start Date	22.01.2018 (1400 hours)
Bid Document Download End Date & Time	15.02.2018 (up to 1500 hours)
Date and Time for Inspection of Items	From 25.01.2018 and 13.02.2018 (1100 hours to 1500 hours)
Clarification Start Date	22.01.2018 (1400 hours)
Clarification End Date & Time	29.01.2018 (up to 1500 hours)
Last date for replying to clarification, if any	31.01.2018 (1800 hours)
Bid submission Start Date & Time	01.02.2018 (1000 hours)
Bid submission End Date & Time	15.02.2018 (up to 1500 hours)
Bid Opening Date & Time	20.02.2018 (1600 hours)

3. Bid Submission:

3.1 Bids shall be submitted online only at CPPP website:
<https://eprocure.gov.in/eprocure/app>.

3.2 Bidders are advised to follow the instruction “Instructions to Bidder for Online Bid Submission” provided in the ‘Annexure-I’ for online submission of bids”.

3.3 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 from the Lok Sabha website 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 EMD would be forfeited 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 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. Bidder is required to submit Earnest Money Deposit (EMD) of Rs. 2,000/- (Rupees Two Thousand Only) in the form of Banker’s cheque/Demand Draft drawn in favour of **‘Drawing and Disbursing Officer, Lok Sabha’** payable at New Delhi, which must be delivered to the **Director, Room No.408, Parliament House Annexe, Sansad Marg, New Delhi – 110001 on or before bid opening date/time as mentioned in critical date sheet.** Tenderer shall be liable for legal action for non-submission of original payment instrument like DD, etc., against the submitted bid.

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 Telegram/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) **Earnest Money Deposit (EMD) in the form of Demand Draft/Banker's Cheque;**
 - ii) **Technical Data Sheet as per Annexure II.**
 - iii) Valid Registration for Recycler/Re-processor of e-Waste with Central Pollution Control Board/ State Pollution Control Board for electronic items mentioned in Annexure-VIII;
 - iv) GST and PAN Card Registration Certificates;
 - v) Price Bid Undertaking (Annexure-IV), Tender Accepting letter (Annexure-V), Declaration regarding blacklisting or otherwise. (Annexure-VI) and Letter of authorization for attending the bid opening (Annexure-VII)

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
- (iii) Technical Bid Format
- (iv) Financial/Price bid Format (Price Schedule)

2.2 The bidder(s) is/are expected to examine all instructions, terms and conditions contained in the bid document. Failure to furnish all information required as per the bid document or submission of bid not substantially responsive to the bid 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), failing which their bids will be summarily/out-rightly rejected and will not be considered any further:

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

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)

4.1 The Earnest Money Deposit (EMD) of Rs. 2,000/- (Rupees Two Thousand Only) must be deposited by bidders in the form of Banker's cheque/Demand Draft drawn in favour of '**Drawing and Disbursing Officer, Lok Sabha**' payable at New Delhi at the address "**The Director, General Procurement Branch, Room no. 408, Lok Sabha**

Secretariat, Parliament House Annexe, New Delhi-110001” on or before the opening of tender. The Seller will not take any responsibility for delay or non-receipt.

4.2 The scanned copy of draft/Banker’s cheque for EMD must be uploaded along with Technical Bid.

4.3 EMD shall remain valid for a period of 60 days beyond the final validity period of bids (120 days) from the date of opening of the bids.

4.4 No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the Department in respect of any previous job/supply will be entertained.

4.5 A bid received without bid security (EMD) shall be rejected as non responsive.

4.6 EMD for lesser amount /EMD not submitted in the manner prescribed will be rejected and returned to the bidder.

4.7 The submission of EMD is compulsory for all the bidders and no exemption will be granted for submission of EMD in any case.

4.8 The bid security of the unsuccessful bidder will be discharged/returned to them within 30 days after finalization and award of the tender without any interest.

4.9 The bid security may be forfeited if a bidder withdraws his bid during the period of bid validity specified in the bid document.

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 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 Telegraphic/Fax offers 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 **Rotaprint Section of Lok Sabha Secretariat, 36, GRG Road, New Delhi – 110001 (Phone No. 011-2303 4283), Distribution Branch (2303 4497) and General Stores Branch of Lok Sabha Secretariat, Parliament House Annexe, New Delhi – 110001 (2303 5496 and 2303 5238) 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 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-VII**'

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. EMD shall be returned after the condemned material is removed as per terms & conditions laid down. In case, the material is not removed within the prescribed time, the Earnest Money will be forfeited and any loss whatsoever occurring due to this will be recovered from 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.

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/order and forfeiture of the EMD.

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. EMD/performance security shall be forfeited.

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.

TECHNICAL BIDS

INFORMATION 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. Details of EMD Enclosed :

D.D./ Banker's Cheque No.dated:-

Amount Drawn on

8. Copy of Registration Certificate issued by Pollution Control Board of State/UT (wherever applicable).....

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

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

**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 EMD would be forfeited and tenderer is liable to be banned from doing business with Lok Sabha Secretariat.

Sl. No.	Description of Items	Total amount quoted (in Rs.)	Total Amount In figures
1	All Office equipments mentioned at Annexure VIII of tender document		
2	All Office equipments, spare parts, consumables, accessories, etc. mentioned at Annexure IX of tender document.		

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 forand 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

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 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 including the forfeiture of the full said earnest money deposit absolutely.

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:

Date:

Designation with Seal of the Firm

LETTER OF AUTHORIZATION FOR ATTENDING THE BID OPENING

(To be given on Company Letter Head)

Subject: Authorization for attending the tender opening on 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 – VIII

DETAILS OF CONDEMNED/OLD/OBSOLETE OFFICE MACHINES, ETC.

Sl. No.	Nomenclature of Machine / Equipments and other miscellaneous items	Model No.	Serial No.	Date of Purchase	Articles lying in
Fax Machines					
1.	Panasonic	KX-FT-903	4JBQA-009930	10.02.2005	General Stores Branch, Lok Sabha Secretariat, Parliament House Annexe (Tel. Nos. 23035496 & 23035238)
2.	Canon	L-220	JKD-34157	19.01.2007	-do-
3.	Brother	2820	K6J-920842	31.03.2007	-do-
4.	Brother	2820	K6J-152681	10.05.2007	-do-
5.	Brother	2820	K6J-152739	16.07.2007	-do-
6.	Brother	2820	C7J-263710	16.07.2007	-do-
7.	Samsung	SF-565PR	9F67BAIQ405043R	07.01.2009	-do-
8.	Samsung	SF-565 PR	9F67 BAIQ133611D	07.01.2009	-do-
9.	Samsung	SF-565 PR	9F67 BAIQ410042Y	07.01.2009	-do-
10.	Samsung	SF-565 PR	9F67 BAZQ 410060M	07.01.2009	-do-
11.	Samsung	SF-565 PR	9F67BAIF200085Y	07.01.2009	-do-
12.	Samsung	SF- 565 PR	9F67BAIQ410011	07.01.2009	-do-
13.	Samsung	SF-565PR	9F67BAIQ410038	07.01.2009	-do-
14.	Samsung	SCX 4824 FN	4B8BAAS200189	09.07.2009	-do-
15.	Samsung	SF 565PR	9F67BAZS700024	16.11.2009	-do-
16.	Samsung	SF 565PR	9F67BAYS500005	16.11.2009	-do-
17.	Samsung	SF 565PR	9F67BAJS500059	16.11.2009	-do-
18.	Samsung	SF 565PR	9F67BAJS600004	16.11.2009	-do-
19.	Samsung	SF-565PR	9F67BAJS600009	16.11.2009	-do-
20.	Samsung	SF 565PR	9F67BAJS600017	16.11.2009	-do-
21.	Samsung	SF 651P	Z4BQBFBZ500331W	13.08.2010	-do-
Photocopier Machines					
22.	Panasonic	DP-8045 (45CPM)	AIP-57E00007	07.07.2009	-do-
23.	Panasonic	DP-8020-E (20 CPM)	EIP-52700057	11.08.2009	-do-
24.	Panasonic	DP-8020-E (20CPM)	FIP-52700133	11.08.2009	-do-
25.	Panasonic	DP-8020-E (20CPM)	FIP-52700134	11.08.2009	-do-

26.	Panasonic	DP-8020-E (20CPM)	FIP-52700071	11.08.2009	-do-
27.	Panasonic	DP-8045-E (45 CPM)	AIP-57E0008	12.10.2009	-do-
28.	Panasonic	DP-8045 (45CPM)	IIP- 53C00004	12.10.2009	-do-
29.	Panasonic	DP-8045 (45CPM)	AIP-57E00011	19.08.2009	-do-
30.	Panasonic	DP-8045 (45CPM)	JIP-53C0003	09.12.2009	-do-
31.	Panasonic	DP 8045E (45CPM)	JIP 53C00001	09.12.2009	-do-
32.	Toshiba	DP-4570 (45 CPM)	CQI 914036	24.12.2009	-do-
33.	Toshiba	DP-4570 (45CPM)	CQH 913616	24.12.2009	-do-
34.	Ricoh	Aficio (40CPM)	M 5406730037	26.08.2010	-do-
35.	Panasonic	DP 8020E (20CPM)	GJP52700061	30.09.2010	-do-
36.	RICOH	Afcio-2000L (20 CPM)	L-7176250758	31.03.2007	-do-
Miscellaneous Machines					
37	Video-Cum-Still Camera with Accessories	JVCGR-dvx707EG	08780969	2002	-do-
38	Antiva Paper Shredder	9270	-	26.10.2010	-do-
39	Sony Head phone (Qty. 2 pieces)	MDR-2X300	P 92431118 B	30.03.2011	-do-
40	Camera	Sony DCRSR 68F/SC	3779155	09.04.2011	-do-
41	Heat Shrink Wrap Machine	-	TIN-07150048065	15.10.2012	-do-
42	Digital Projector BENQ with Screen & Battery	BENQ GP2	PDR5C 00210001	11.01.2013	-do-
43	Vacuum Cleaner (Euroclean)	WET & DRY	4046836	15.01.2013	-do-
44	Electronic Calculator Printer	PD002ST	PD002ST/7	17.01.2014	-do-

45	Electronic Calculator Printer	PD002ST	PD002ST/8	17.01.2014	-do-
46	Electronic Calculator Printer	PD002ST	PD002ST/11	17.01.2014	-do-
47	Vaccum Cleaner	Euroclean	-	16.06.2006	Distribution Branch, Lok Sabha Secretariat, in front of Parliament House Annexe (Tel. No. 23034497)

DETAILS OF MACHINES, SPARE PARTS, CONSUMABLES, ACCESSORIES OF MACHINES, ETC.

Sl. No.	Name of Article	No./ Other Specification	Quantity	Articles lying in
1.	Bodkin	--	57	Store of Rotaprint/Bindery Section of Lok Sabha Secretariat, 36, GRG Road, New Delhi – 110001 (Tel. No. 2303 4283)
2.	Angeethi	--	06	-do-
3.	Table Knives (Steel)	--	08	-do-
4.	Scissors	--	19	-do-
5.	Eyelet Fixer	--	05	-do-
6.	Screw for Stitching M/C	--	01	-do-
7.	Gulsums (Punches)	--	03	-do-
8.	File 3 corner small	--	02	-do-
9.	Carpenter's Square	--	01	-do-
10.	Drum (Tin) for Waste Paper of Cutting M/C	--	02	-do-
11.	Flat File	--	01	-do-
12.	Pliers (Plaas)	--	04	-do-
13.	Brass Vessel (Heavy Round Bottom	--	05	-do-
14.	Numbering Machines	--	06	-do-
15.	Stapler (Centre Stitching)-DS45L	--	03	-do-
16.	Stapler Machine	--	01	-do-
17.	Stapler Machine	--	02	-do-
18.	Skiver (knives)for Leather Cleaning	--	02	-do-
19.	Steel Saw With Handle Length 18"x12"	--	02	-do-
20.	Chilimchi (Steel) Donga	--	04	-do-
21.	Wooden Saw	--	02	-do-
22.	Dispenser Machine for use Tape Work	--	01	-do-
23.	Big Stapler Kangaro H.P. 45	--	02	-do-
24.	Big Stapler Kangaro H.P. 10	--	02	-do-
25.	Centre Stitching Stapler Kangaro HD 45L	--	03	-do-
26.	Adjusting Screws	69075	22	-do-
27.	Actuator	67364	03	-do-
28.	Actuator	66434	02	-do-

29	Bearing Bush	64383	05	-do-
30	Bearing Bush	64625	05	-do-
31	Bazel Switch	69619	01	-do-
32	Bulb for Switch	68922	03	-do-
33	Bearing	38085	04	-do-
34	Bal Bearing	31397	08	-do-
35	Bearing Screw	67277	03	-do-
36	Bearing	66888	04	-do-
37	Bal Bearing	31395	02	-do-
38	Bal Bearing	31398	04	-do-
39	Bearing Screw	67921	02	-do-
40	Bal Bearing	FN-105-1204	03	-do-
41	Blanket Screw	08-697	01	-do-
42	Bush	P-18566-A	01	-do-
43	Back Plate (Scrapper Bar)		02	-do-
44	Blanket Cylinder Driver Gear	38374	01	-do-
45	Bush D U	67533	01	-do-
46	Bearing Housing	67390	01	-do-
47	Clutch	67431	04	-do-
48	Clutch Bush	67652	04	-do-
49	C P C Shaft Keys	D-304-3x3.7	02	-do-
50	CPC Cylinder Shaft Key	D-304-3x3.7	02	-do-
51	C P C Shaft Gear	38965	01	-do-
52	C P C Cylinder Shaft Gear	38965	01	-do-
53	Crank Lever	70098/66910	01	-do-
54	C I R Clip	D-6799-4	02	-do-
55	Carbon Bush	67616-A	01	-do-
56	Distributor Roller	38755	02	-do-
57	Deliver Chute	66655	01	-do-
58	Delivery Gear	66699	01	-do-
59	Driver Pulley Gear	70110	01	-do-
60	Electric Motor (220Vol./CSN350060)	C-853468	01	-do-
61	Front Lay	66719	06	-do-

62	Filter Unit (240-V)	68394	02	-do-
63	Feeler Bar Cam	65639	01	-do-
64	Fuse	67619	01	-do-
65	Gear	66996	02	-do-
66	Grub Screw	66730	10	-do-
67	Grub Screw	67609	08	-do-
68	Gear	38262	02	-do-
69	Fount Tray	67559	02	-do-
70	Gear	70110	01	-do-
71	Holding Pawal	67893	01	-do-
72	Hand Wheel	36820	01	-do-
73	Hand Wheel	66871	01	-do-
74	Indexing Pawal	67875	01	-do-
75	Idler Gear	38709	01	-do-
76	Inker Control Spindle	65610	01	-do-
77	Meter Switch (Micro Switch)	34896	01	-do-
78	Micro Switch (Mollin Switch)	68001	04	-do-
79	Micro Switch	68255	08	-do-
80	Micro Switch	68254	02	-do-
81	Mat		01	-do-
82	Nut	D-9, 34-M-3	01	-do-
83	Nut	2333	08	-do-
84	Pawl	64408	01	-do-
85	Pawl	65714	03	-do-
86	Push Switch	68919	01	-do-
87	Preset Counter	68004	02	-do-
88	Potion Meter	68466	02	-do-
89	Plate Cylinder Drive Gear	68541	01	-do-
90	Roller Vibrator	4423	01	-do-
91	Raicher Wheel	66383	01	-do-
92	Rocker Switch	67208	05	-do-
93	Relay Board (240 VA/R)	68011	02	-do-
94	Rubber Blanket	08.92/66089	02	-do-
95	Reatifer	68188	03	-do-

96	Runner	08-302	03	-do-
97	Scrapper Bar	67323	01	-do-
98	Scrapper Bar (Mollin)	66787	03	-do-
99	Shoulder Screw	5300C	02	-do-
100	Stipper Wheel	66574	02	-do-
101	Spring	65624	04	-do-
102	Spring	67897	02	-do-
103	Spring	08.299	02	-do-
104	Spring	67896	07	-do-
105	Solenoid (50 Hz) A/R	67999	04	-do-
106	Solenoid (50 Hz) A/R	68000	05	-do-
107	Solenoid (50 Hz) A/R	68260	02	-do-
108	Solenoid (50 Hz) A/R	68253	02	-do-
109	Switch Isolctor	67692	03	-do-
110	Stack Lift Spindle Gear	67884	07	-do-
111	Screw	65625	04	-do-
112	Screw	68546	05	-do-
113	Screw	66730	10	-do-
114	Screw	Mx-D-9335x20	02	-do-
115	Spur Gear	66881	03	-do-
116	Spur Gear	67885	01	-do-
117	S. Gripper Finger	66718	04	-do-
118	Spring	66725	03	-do-
119	Spring	67988	04	-do-
120	Striker Pin	65088	02	-do-
121	Spring Clip	38186	04	-do-
122	Spring	67534	01	-do-
123	Spring	65657	02	-do-
124	Screw	38113	01	-do-
125	Screw	65131	02	-do-
126	Screw	37837	02	-do-
127	Spring	30428	01	-do-
128	Spring	67304	02	-do-
129	Transformer	67832	02	-do-

130	Torsin Spring	67288	05	-do-
131	Tension Spring	67304	02	-do-
132	Double Hole Punching Machine	DP-800	02 nos.	General Stores Branch, Lok Sabha Secretariat, Parliament House Annexe (Tel. Nos. 23035496 & 23035238)
133	Heavy Duty Stapler	HD 23S24 Kangaroo	02 nos.	
134	Heavy Duty Stapler (1)	Kangaroo HD-12/13	01 no.	
135	Heavy Duty Stapler	Kangaroo HD-12/13	01 no.	
136	HD Stapler	HD23 S 24	02 nos.	
137	HD Stapler	HD23 S 24	01 no.	
138	Atlas Cycles	(i) A028682 (ii) A028673 (iii) A028689 (iv) A028688 (v) A028679 (vi) A028685 (vii)A028666	07 nos.	Distribution Branch, Lok Sabha Secretariat, in front of Parliament House Annexe (Tel. No. 23034497)
