

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

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

L. No. 018(18)/124/2021-GPB

Dated: 09.12.2021

From

**Bhuvnesh Kala
Under Secretary**

To,

(All concerned)

Subject: Quotation for supply of Crockery and Cutlery items to Lok Sabha Secretariat on urgent basis.

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure Crockery and Cutlery items. The specification along with quantity of item to be procured is at **Annexure-I**.

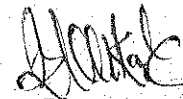
2. Bidders are required to submit rates/prices along with the samples of items as per specifications mentioned at **Annexure-I on 13.12.2021 (1200 Hours) positively in General Procurement Branch, Room No. 408, Lok Sabha Secretariat (Phone No. 2303 4408/4410)**.

3. Quotations and samples of bags received after due date and incomplete quotation will not be considered.

4. Detailed terms and conditions of the tender are at **Annexure-II**.

5. Lok Sabha Secretariat will have full and final authority to reject any/all offer(s) without assigning any reason thereof.

Yours faithfully,



Under Secretary
Tel. Nos. 2303 4408
2303 4410

9.12.21

ANNEXURE-I

Sl. No.	Description of item	Description of items (make/model, dimension & colour) quoted by the bidder	Qty.	Rate per unit (in Rs.)	GST Amount per unit (in Rs.), If any.	Amount per unit including GST (Rupees in figures)
	(1)	(2)	(3)	(4)	(5)	6 (4+5)
CROCKERY (BONE CHINA)						
1	Full Plate		25 nos.			
2	Half Plates 10 inch		25 nos.			
3	Qtr. Plate		50 nos.			
4	Soup Bowl		25 nos.			
5	Soup Saucer		25 nos.			
6	Tea Cup		25 nos.			
7	Tea Cup Saucer		25 nos.			
8	Milk Pot for tea service		05 nos.			
9	Single Portion Katori for dal/curries		100 nos.			
10	Service Bowl/Donga		25 nos.			
11	Chutney Bowl		20 nos.			
12	Finger Bowl		25 nos.			
13	Finger Bowl Saucer		25 nos.			
14	Cruet Set		04 pairs			
15	Platter medium size		25 nos.			
16	Snacks tray with 6 bowls (medium size)		2 sets			
CUTLERY(SS, HEAVY, HIGH QUALITY)						
17	AP Spoon		50 nos.			
18	Soup Spoon		25 nos.			
19	Tea Spoon		100 nos.			
20	AP Knife		25 nos.			
21	Service Spoon		25 nos.			
22	Service Fork		25 nos.			
23	AP Fork		25 nos.			

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 CROCKERY AND CUTLERY ITEMS OF DIFFERENT SPECIFICATIONS 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. 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 item shall be made immediately.**
6. Items supplied by the bidder which are not in conformity to the **APPROVED SAMPLE** available with the Purchaser will be summarily rejected. If any item is found to be of a substandard (inferior quality)/substitute and not conforming to the required specifications (as per sample), the bidders/firms will not only have to replace the same with genuine ones but they are also liable to be blacklisted.
7. Quotations received in the format prescribed in **Annexure-I** only will be considered. No correspondence, in this regard, will be entrained. Sealed quotations should be superscribed as "**Quotation for supply of Crockery and Cutlery items of different specifications to Lok Sabha Secretariat.**"
8. This Secretariat will have the authority to select more than one firm for supply of item. The Secretariat further reserves the right to decide which of the firms should be selected for supply of some or all items listed in the tender form and the decision of the Secretariat will be final.
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 the terms & conditions, appropriate action will be taken and may be liable to be blacklisted.
11. Lok Sabha Secretariat reserves the right to accept/reject the tender without assigning any reasons. No enquiry after submission of the quotation will be entrained.