

LOK SABHA SECRETARIAT
(GENERAL PROCUREMENT BRANCH)

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

L. No. 018(18)/94/2021-GPB

Dated: 06.10.2021

From

**Rakesh Kumar Chhabra
Executive Officer**

To,

(All concerned)

Subject: Quotation for supply of wooden brass plaques in velvet boxes to Lok Sabha Secretariat.

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure **wooden brass plaques with velvet boxes (as per sample)**. The specification along with quantity of item to be procured is at **Annexure-I**.

2. Bidders are required to examine the sample of wooden brass plaque with velvet box in **General Procurement Branch, Room No. 408, Lok Sabha Secretariat (Phone No. 2303 4408/4410)**. Item for which rates are quoted should be similar to the item available with the General Procurement Branch in terms of material, quality, colour, shade, size/dimension, weight, etc. Bidders are also required to give an undertaking (**Annexure-III**) to the effect that the item for which rate are quoted by them are identical /similar to those seen in the General Procurement Branch in terms of material, shade, colour, quality, size, weight, etc.

3. Bidders are requested to submit quotation for the item (**after examining the sample**) mentioned at **Annexure-I** in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover **immediately through 'BY HAND' latest by 08 October, 2021 (up to 1500 Hours)**. Quotation 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 sincerely,

**Sd/-
EXECUTIVE OFFICER
Tel. Nos. 2303 4408
2303 4410**

ANNEXURE-I

Sl. No.	Description of Item	Qty.	Rate per unit (in Rs.)	GST Amount per unit (in Rs.), If any.	Amount per unit including GST (Rupees in figures)	Total Amount (in Rs.)
	(1)	(2)	(3)	(4)	5 (3+4)	(6) (2) x (5)
1	Wooden Brass Plaques with engraved Text in Green Velvet Box (AS PER SAMPLE)	200 nos.				

Note: Items are required immediately.

Signature of the bidder with seal

Name of the Authorized Signatory.....

Designation.....

Name of the firm.....

Full Address.....

.....

Contact No.....

IMAGE OF ITEM



LOK SABHA SECRETARIAT
GENERAL PROCUREMENT BRANCH

**TERMS AND CONDITIONS FOR SUPPLY OF WOODEN BRASS PLAQUES
IN VELVET BOXES TO LOK SABHA SECRETARIAT**

1. Bidders should be an Indian company/firm **HAVING GST NUMBER ANND 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 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 of firms received in the format prescribed in **Annexure-I** of enquiry letter shall be considered. Offers not received in prescribed format shall be ignored and no correspondence, in this regard, will be entrained. Sealed quotation should be superscribed as "**Quotation for supply of wooden brass plaques in velvet boxes (as per sample)**". **QUOTATIONS THROUGH FAX/e-MAIL WILL NOT BE ACCEPTED AND IGNORED STRAIGHTAWAY.**
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 these terms & conditions, appropriate action will be taken and also liable to be blacklisted.
11. Lok Sabha Secretariat reserves the right to accept/reject any or all the tenders without assigning any reasons. No enquiry after submission of the quotation will be entrained.

UNDERTAKING

From

M/s.....

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To,

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

Dear Sir,

This is to inform that I / we have physically examined the sample onof the item for which I/ we have quoted our rates/prices. In case of the tender going in our favour, I/we agree to supply the item as per the sample examined (in terms of material, quality, colour, shade, make, weight, size, etc.).

Yours faithfully,

(Signature of the Bidder)

Name:.....

Designation with Seal of the Firm