

LOK SABHA SECRETARIAT
(General Procurement Branch)

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

No. 31/13/2013/GPB

Dated 9 October, 2013

From

K.C. Pandey
Under Secretary

To

Firms registered for machine items and manufacturers/dealers (of the heavy duty calculating machines)

Sub.: Procurement of heavy duty calculating machines

Madam/Sir,

I am directed to state that Lok Sabha Secretariat intends to procure heavy duty calculating machines.

2. You are requested to submit quotation for the item mentioned at Annexure – I in Room No.408, Parliament House Annexe, New Delhi under sealed cover immediately or latest by 23 October, 2013 positively. Quotations received after due date and incomplete quotation will not be considered.
3. Brief terms and conditions of the tender are at Annexure – II.
4. Lok Sabha Secretariat will have full and final authority to reject any/all offer(s) without assigning any reason thereof.

Yours sincerely,

Sd/-

UNDER SECRETARY
Phone: 2303 4408
23034410

ANNEXURE – I

S.No.	Description of item (firm may give complete technical details of machine)	Quantity Required	Rate per machine (Rs.)	VAT/ST/ED etc. if any (Rs.)	Total amount (in words also)	Service/ AMC/FSMA conditions and rates (charges).	Life of the machine
1	2	3	4	5	6	7	8
1.	Heavy duty calculating machine	16					

Warranty/Guarantee

Any information (if required to be given).....

Signature of the bidder with seal
(Name of Authorised Signatory)
Designation

LOK SABHA SECRETARIAT
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**TERMS AND CONDITIONS FOR SUPPLY OF HEAVY DUTY CALCULATING MACHINES
TO LOK SABHA SECRETARIAT**

1. Bidder should be an Indian company/firm engaged in manufacturing /dealing in calculating machines, consumables for such machine items and having its office in Delhi/NCR.
2. The rate/price should be quoted in Indian Rupees only in words as well as figures. Excise duty, sales tax, VAT, packing, forwarding etc. as applicable should be quoted separately. Price quotation without giving break-up details, will summarily be rejected.
3. Prices should be quoted on F.O.D. [destination basis (free delivery at site)]. The firm representative will have to make delivery of the item to Lok Sabha Secretariat personally.
4. Item/machine to be supplied should be genuine and sealed. If any item is found to be of a substandard /duplicate and not conforming to the requirement, the firm will not only have to replace the same with genuine ones but also liable to be blacklisted.
5. The firm will take responsibility of servicing/maintaining the machines for which AMC/FSMA rate will have to be quoted as mentioned in Annexure-I.
6. The Earnest Money Deposit (EMD) @ 2% of bid value deposited in form of DD/Banker's cheque drawn in favour of Drawing and Disbursing Officer, Lok Sabha and should be kept in sealed separate cover superscribing EMD without mentioning the amount. Firms Registered with Lok Sabha Secretariat are exempted from depositing EMD. The EMD of successful bidder will be converted into security deposit and the EMD of unsuccessful bidders will be returned within 30 days of finalizing the bids without any interest. EMD will be forfeited if the bidder withdrew after submission and opening of the tenders.