

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

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**OPEN TENDER  
FOR  
DISPOSAL OF UNSERVICABLE/OBSOLETE  
(CONDEMNED) MACHINES/EQUIPMENTS**

**PARLIAMENT HOUSE ANNEXE  
NEW DELHI**

# **TENDER DOCUMENT**

**FOR**

## **DISPOSAL OF UNSERVICABLE/OBSOLETE (CONDEMNED) MACHINES / EQUIPMENTS**

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# **LOK SABHA SECRETARIAT**

**(GENERAL PROCUREMENT BRANCH)**

**ROOM NO. 408, PARLIAMENT HOUSE ANNEXE, NEW DELHI**

**TEL.NO. 2303 4408 & TELE FAX NO. 2303 4410**

**Website-www.loksabha.nic.in**

## **NOTICE INVITING TENDER**

**Tender No.27/1/2015/GPB**

Lok Sabha Secretariat invites sealed bids for **'Disposal of Unserviceable(condemned/obsolete) Machines/Equipments and consumables items'** from authorized **Dismantler(s)/Recycler(s)/Collection Centre(s) registered/authorized from the Pollution Control Boards of the State Governments/Union Territories of India(valid and certified proof has to be attached with the bids)** and having its office in Delhi/NCR. Bidders have to deposit the Earnest Money Deposit (EMD) of **Rs. 25,000/- (Rupees Twenty Five Thousand Only)** in the form of Demand Draft/Banker's Cheque in favour of **'Drawing and Disbursing Officer, Lok Sabha'** payable at New Delhi. The Tender Document having detailed instructions and terms & conditions can be downloaded from the website [www.loksabha.nic.in](http://www.loksabha.nic.in). There is no tender fee nor any fee required to be paid at the time of submission of bids. The last date of receipt of completely filled-up bid document By Hand in **Room No. 408, Lok Sabha Secretariat, Parliament House Annexe, Sansad Marg, New Delhi – 110001** is **26.08.2015** up to **1500** hours. The Bids will be opened on **26.08.2015** at **1600** hours in the presence of the bidder who wish to remain present. No tender by Fax/E-mail will be entertained. Conditional tender shall be summarily rejected. Lok Sabha Secretariat reserves the right to accept or reject any or all bids without assigning any reason. Further, Addendum/Corrigendum, if any shall be uploaded onto website of Lok Sabha only.

**Sd/-**

**Director (GPS&SCTC)**

**Lok Sabha Secretariat, New Delhi**

## **TERMS AND CONDITIONS OF THE TENDER**

### **DISPOSAL OF UNSERVICABLE (CONDEMNED) MACHINES/EQUIPMENTS AND CONSUMABLES ITEMS**

#### **1. Earnest Money Deposit**

- (i) The **Earnest Money Deposit (EMD) Rs.25,000/- (Rupees Twenty Five Thousand only)** should be accompanied with the bid(**Financial/Price Bid- Annexure-II**) in the form of Demand Draft/Banker Cheque drawn in favour of '**Drawing and Disbursing Officer, Lok Sabha**. Bid received without EMD or EMD for fewer amounts will be summarily rejected. The submission of EMD is compulsory for all the bidders and no exemption will be granted for submission of EMD in any case.
- (ii) EMD will be forfeited if the bidders withdraw after submission of the bids or opening of the tenders.
- (iii) EMD will be returned to the unsuccessful bidders three days after bid opening.
- (iv) EMD will be adjusted for the purpose of final payment by the successful bidder.

#### **2. Payment of entire bid amount**

The successful bidder will have to pay the entire bid amount in the form of demand draft drawn in favour of '**Drawing and Disbursing Officer, Lok Sabha** before taking away the items which should be not less than 3 days of the bidding.

#### **3. Mode of Submission of bid and last date for submission**

**Financial/Price Bid** as per prescribed format(**Annexure-II**) along with **Demand Draft of EMD** in a sealed envelope should be addressed to the **Director(GPS&SCTC), General Procurement Branch, Lok Sabha Secretariat, Room No.408, Parliament House Annexe, New Delhi**, and must reach on or before **26.08.2015 by 1500 hrs**. Tenders may be hand delivered at the afore mentioned address. Bids received after the closing date and time prescribed shall **NOT** be accepted under any circumstances.

#### **4. Rejection of incomplete and conditional tenders**

The incomplete and conditional tenders will be rejected.

#### **5. No withdrawal after submission of bids**

No bidders will be allowed to withdraw after submission of bids/opening of the tender; otherwise the EMD submitted by the firm would be forfeited.

#### **6. Non transferability**

This tender is non transferable.

#### **7. Bidding for the entire range of items meant for disposal.**

The bidders have to bid for entire lot. Bidding for select items will not be entertained.

## 8. Removal of the goods at the bidders cost.

The successful bidder has to take away the items at their own cost within 3 days after making complete payment of the items. Prescribed security procedure has to be followed for taking away the items from the Lok Sabha Secretariat premises. In case, the successful bidder deposits the full amount within 3(three) days but fails to lift the articles, the department shall not take responsibility for safe custody of the articles. On the other hand ground rent@1% of the total amount of the bid value shall be charged for each day of default upto maximum 10 days. In case, the successful bidder is unable to take delivery of the items even after penalty of 10 days, EMD submitted by them will be forfeited and the bidder will be **blacklisted**.

## 9. As is where is basis condition.

Items will be disposed of on “As is where is basis”.

## 10. Inspection of the items.

The items proposed to be disposed of can be inspected at **General Stores Branch**, upto **21.08.2015(from 2 PM to 4 PM)**. The Officer concerned of the Branch(**Shri Karm Chand – Executive Officer**) may be contacted (**Phone No.23035496**) for any clarifications/queries in the matter.

## 11. General.

- (i) **Bidders/Dismantler(s)/Recycler(s)/Collection Centre(s) has to be attached valid and certified proof in regard to authorization/registration certificate from the Pollution Control Boards of the State Governments/Union Territories of India otherwise bids will summarily be rejected.**
- (ii) All the labour charges towards loading, uploading and transportation charges, etc. shall be borne by the successful bidders. No claims and complaint what so ever, would be entertained on account of lifting and transportation.
- (iii) The undersigned reserves the right to accept or reject any bid without assigning or communicating any reason thereof.
- (iv) If any tenderer finds any irregularity or omission or is in doubt he should at once intimate the **Lok Sabha Secretariat** in writing and obtain clarification in writing 7 days prior to submission of the tender. Verbal clarification given by any of the staff shall not be binding on the **Lok Sabha Secretariat**.
- (v) The legal address with mobile no. of the tenderer shall be furnished in the tender paper for correspondence.

**Fax Machines**

<b>Sl. No.</b>	<b>Nomenclature of Machine / Equipments and other miscellaneous items</b>	<b>Model No.</b>	<b>Date of Purchase</b>
1.	Network	8050	26.08.1996
2.	Hcl	RA- 2140	06.08.1998
3.	Canon	T-31	04.01.1999
4.	Canon	T-31	04.01.1999
5.	Sharp	FO-375	27.07.1999
6.	Sharp	FO-375	27.07.1999
7.	Brother	BR275	12.05.2000
8.	Brother	BR275	12.05.2000
9.	Brother	BR275	06.11.2000
10.	Brother	BR275	06.11.2000
11.	Panasonic	KX-FLM-502	21.06.2001
12.	Brother	BR-275	22.06.2001
13.	Brother	BR-275	22.06.2001
14.	Brother	BR-275	27.09.2001
15.	Panasonic	KXF P-105CX	25.01.2002
16.	Panasonic	KX-FT-63	23.04.2002
17.	Panasonic	KXF-105 BX	25.06.2002
18.	Toshiba	DP-80F	04.12.2002
19.	Panasonic	KXF-P-302	10.06.2003
20.	Samsung	SF-330	10.12.2003
21.	Panasonic	KX-FT- 903	08.10.2004
22.	Panasonic	KX-FT- 903	07.01.2005
23.	Panasonic	KX-FT- 903	10.02.2005
24.	Panasonic	KX-FT- 903	30.05.2005
25.	Panasonic	KX-FT- 903	30.05.2005
26.	Sharp	FO-P-610	16.03.2006
27.	Sharp	FO-P-610	16.03.2006
28.	Sharp	FO-P-610	16.03.2006
29.	Canon	L-220	19.01.2007
30.	Canon	L-220	19.01.2007
31.	Canon	ICMF-5750	30.03.2007
32.	Brother	2820	10.05.2007
33.	Brother	2820	10.05.2007
34.	Brother	2820	10.05.2007
35.	Brother	2820	16.07.2007
36.	Panasonic	KXFP-200	13.01.1999
37.	Panasonic	KXFT-903	30.05.2005
38.	Sharp	FOP-610	16.03.2006
39.	Brother	2820	31.03.2007
40.	Brother	2820	10.05.2007

**Miscellaneous Machines/equipments**

Sl. No.	Nomenclature of Machine / Equipments and other miscellaneous items	Model No.	Date of Purchase
1.	Super At Computer	386 HCL	28.09.1991
2.	Aditya paper Shredding Machine	EC-22-A	06.01.1992
3.	Laminating Machine	CR-309	23.04.1993
4.	Paper Shredder	Executive Diamond	24.11.1995
5.	Weighing Machine (Avery)	ICD-60	12.08.1996
6.	Aditya Paper Shredder	Classic-EC-22A	03.09.1998
7.	12 Digit Electronic Printer	PD-002	10.03.1999
8.	Kilburn Electronic Franking Machine	B-900/E-211	31.03.2000
9.	Video CD Player (Sony)	MCE C-98K	04.10.2000
10.	Casio Digital Diary	CASIO	11.07.2002
11.	Electronic Postal Franking Machine	Neopost-5400	17.05.2003
12.	Lamination Machine	Rexel IP-35	31.03.2003
13.	Spiral Binding Machine,A-3, size with 52 Punches	GBC Model No.460	03.03.2004
14.	Addressing Machine	W-701	23.04.2004
15.	Paper Shredding Machine	Executive	05.12.2006
16.	Paper Shredding Machine	Executive	05.12.2006
17.	Paper Shredding Machine	Executive	05.12.2006
18.	Heavy Duty Stapler – Qty2	Nil	28.12.2006
19.	Paper Shredding Machine-Qty 02	Executive	31.01.2007
20.	Heavy Duty Double Fold Punching Machine – Qty 05	Kangaro	09..05.2007
21.	Center Stitching Stapler Qty-04	DS 45L Kangaro	12.09.2007
22.	Trolley Two Wheeled	Fig-BB	25.05.1978
23.	Three wheeled Luggage Trolley	Box Type	27.10.1995
24.	Spares for Word Processor	Nil	Nil
25.	Servo Control Voltage Stabilizer ( Qty 02)	2 KA-Rating	27.09.1988
26.	MOI Table Top Offset printing Machine	TTR-II	06.02.1991
27.	Voltage Stabilizer (Servo)	Apple	14.09.1993
28.	MOI Printer Table Top offset printing machine	DOT-2	18.07.1995
29.	7 KVA Servo Voltage Stabilizer for Paper Cutting Machine	Nil	14.09.2005

**Miscellaneous Machines/equipments**

Sl. No.	Nomenclature of Machine / Equipments and other miscellaneous items	Model No.	Date of Purchase
30.	Digital Duplicators (02)	DP-21L	16.08.2004
31.	CVT 150 Stabilizer (02)	Power Pack	-
32.	Vacuum Cleaner	Del Star	29.10.1976
33.	Vacuum Cleaner	Eurocleaner	16.04.1990
34.	Weighing machine	AVery	19.05.1995
35.	Vacuum Cleaner	BPL	16.04.1996
36.	Vacuum Cleaner	Eurocleaner Jet	01.03.2002
37.	HD Vacuum Cleaner	Z-75	01.03.2002
38.	HD Vacuum Cleaner	Z-75	01.03.2002
39.	Vacuum Cleaner	Nil	28.11.1984
40.	Vacuum Cleaner	Wolf Potable	28.11.1984
41.	CVT 150 Stabilizer (01)	2 KV	27.09.1988
42.	Paper Shredding machine	Manik Executive DX	05.05.1986
43.	Paper Shredding machine	Manik Desk Top (1.5x18mm)	01.06.1992
44.	Electronic type writer (02)	Network	-
45.	Manual Type writer (01)	Godraj (P8)	-
46.	HD Stapler (02)	23S17	12.09.2007
47.	Paper Shredding machine	Executive	06.08.2007
48.	CVT 150 Stabilizer (01)	-	-
49.	Ink boxes (33)	-	-
50.	Stop watch	Agat 0.2S	09.12.1994
51.	Stop watch	Agat 0.2S	09.12.1994
52.	Stop watch	Agat 010.0.2S	28.12.1994
53.	Stop watch	Agat 010.0.2S	28.12.1994
54.	Stop watch	Agat 010.0.2S	28.12.1994
55.	Stop watch	Agat 010.0.2S	28.12.1994
56.	Stop watches (06 Nos.)	-	29.10.1995
57.	Four wheel Box Type trolley	-	25.11.2002
58.	Sony Digital Handicam camera with accessories	DCRHC-90E	30.03.2005
59.	Nikon Digital Camera with accessories	SLRD-70	30.03.2005
60.	Panasonic Display Screen (LCD)	No. Th42PWD 8 with floor stand	08.02.2007
61.	Walkman Tape Recorder (06 Nos.)	CFM SIMK2	26.08.2008
62.	Voice Cassette Recorder (02 Nos.)	TCM-150	19.06.2009
63.	Voice Cassette Recorder (02 Nos.)	TCM-150	18.08.2009
64.	Sony Camera - 12.1 MP	DSCW210/ BC37MS MT4G/8/ WW1LSC-BDE	08.10.2009
65.	Trolley Box Type (01 Nos.)	Four Wheel	11.10.2001
66.	Stitching machine (01 Nos.)	Brehmar 105/510	26.04.1951
67.	Stitching machine (01 Nos.)	Sandana Vickej	15.09.1992
68.	Cutter machine (01 Nos.)	Lion Brand-31"	Dec.1957
69.	Bicycle (24 Nos.)	-	-



**Consumables items**

<b>Sl. No.</b>	<b>Nomenclature of consumables items</b>	<b>Model No.</b>	<b>Date of Purchase</b>
<b>1.</b>	<b>Masters Roll (15)</b>	-	-
<b>2.</b>	<b>Ink riso Black</b>	HDS 3380	-
<b>3.</b>	<b>Ink riso Green</b>	S-4359	-
<b>4.</b>	<b>Ink riso Blue</b>	S-4394	-

**FINANCIAL/PRICE BID**

**RATES FOR UNSERVICABLE (CONDEMNED)  
MACHINES/EQUIPMENTS AND CONSUMABLES ITEMS**

<b>Sl. No.</b>	<b>DETAILS OF ITEMS</b>	<b>AMOUNT OF RATE QUOTED (IN FIGURES)</b>	<b>AMOUNT OF RATE QUOTED (IN WORDS)</b>
<b>1.</b>	<b>LOT AS PER DESCRIPTION (FAX MACHINES + MISCELLANEOUS MACHINES/EQUIPMENTS + CONSUMABLE ITEMS (PAGE NO.6 – 9 AS PER ANNEXURE-I)</b>		

It is certified that all the terms and conditions of tender document have been understood by me/us and ready to accept the same without any variation.

**(Signature of Tenderer with seal)**

**Station:**

**Name :**

**Date:**

**Address:**

**Phone/E-mail/Mobile:**

**Capacity:**