

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

TENDER

FOR

**DISPOSAL OF OLD/OBSOLETE OFFICE MACHINES,
EQUIPMENT, SPARE PARTS, CONSUMABLES,
ACCESSORIES, ETC.**

(2018)

**PARLIAMENT HOUSE ANNEXE
NEW DELHI**

**DISPOSAL OF OLD/OBSOLETE OFFICE MACHINES, EQUIPMENT, SPARE PARTS,
CONSUMABLES, ACCESSORIES, ETC.**

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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

Tender No. 016/1/2018-GPB

TENDER NOTICE

Sealed Bids are invited from Recycler/Re-processor of E-waste/Scrap Dealers having its Office (Head Office/Regional/Branch Office) in Delhi/NCR 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-V and Annexure-VI**.

2. The Time Schedule for the Tender is given below:

- (i) Closing Date and Time for receipt of Tender: **18.05.2018 at 1500 hours**
- (ii) Place for submitting tender: **Room No. 408, Parliament House Annexe, Sansad Marg, New Delhi – 110001.**
- (iii) Tender Opening Date & Time: **18.05.2018 at 1600 hours.**
- (iv) Place of Tender opening: **Room No. 302, Parliament House Annexe, Sansad Marg, New Delhi – 110001.**

2. Complete tender document can be downloaded from the website of Lok Sabha, i.e., **www.loksabha.nic.in**.

DEPUTY SECRETARY (GP)

TERMS AND CONDITIONS OF THE TENDER

DISPOSAL OF OLD/OBSOLETE OFFICE MACHINES, EQUIPMENT, SPARE PARTS, CONSUMABLES, ACCESSORIES, ETC.

1. Bids may be submitted in the enclosed prescribed Proforma (**Annexure-I and II**).
2. The bidders are required to submit copies of the following documents along with Bids, failing which their Bids will be summarily/out-rightly rejected and will not be considered:
 - (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-V**;
 - (ii) GST and PAN Card Registration Certificates;
 - (iii) Declaration regarding Blacklisting or otherwise (**Annexure-III**) and Letter of authorization for attending the bid opening (**Annexure-IV**).
3. Bids should remain valid for acceptance for a period of three months from the date of opening of the Bids. Bids with lesser validity period will be summarily rejected.
4. Sealed tenders superscribed "Tender for **DISPOSAL OF OLD/OBSOLETE OFFICE MACHINES, EQUIPMENT, SPARE PARTS, CONSUMABLES, ACCESSORIES, ETC.**" addressed to the **Director (GPS&SCTC), General Procurement Branch, Lok Sabha Secretariat, Room No. 408, Parliament House Annexe, New Delhi**, must reach on or before **18.05.2018 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.
5. The **Earnest Money Deposit (EMD) of Rs. 2,000/- (Rupees two thousand only)** in the form of Demand Draft/Banker Cheque drawn in favour of '**Drawing and Disbursing Officer, Lok Sabha**' payable at New Delhi must accompany the Bid. Bids without EMD/EMD for fewer amounts and EMD in any other form e.g. Cheque, Cash, Postal Order 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. EMD will be forfeited if the bidders withdraw after submission of the bids or opening of the tenders. EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after final disposal of the material. The EMD should remain valid for a period of 90 days.
6. 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, this Secretariat shall not take responsibility for safe custody of the articles.

7. 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)** between **3:00 P.M. to 5:00 P.M. from 01.05.2018 to 17.05.2018** and queries should be raised with the concerned Officers at the time of inspection. No further clarifications shall be given after the above inspection.

8. In the event of any of the dates mentioned in the tender notice being declared as a holiday/closed day for this office, the tenders/bids will be received/opened on the next working day at the appointed time.

9. 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.

10. 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.

11. The successful bidder will have to take away all Condemned/scrapped listed items and not selectively.

12. All the bidders shall ensure compliance with the provisions contained in existing E-Waste (Management and Handling) Rules and guidelines issued by Government for its disposal/recycling in an environment friendly manner.
13. The incomplete and conditional tenders will be rejected.
14. No bidder will be allowed to withdraw after submission of bids/opening of the tender; otherwise the EMD submitted by the firm would be forfeited.
15. This tender is non transferable.
16. 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.
17. 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**.
18. If a firm violates any of these terms & conditions, it shall be blacklisted and its EMD shall be forfeited.
19. Lok Sabha Secretariat reserves the right to accept or reject any bid without assigning or communicating any reason thereof.

**PROFORMA FOR FURNISHING BIDS FOR
DISPOSAL OF OLD/OBSOLETE OFFICE MACHINES, EQUIPMENT, SPARE PARTS,
CONSUMABLES, ACCESSORIES, ETC.**

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
(Applicable for Items mentioned at Annexure-V Only).....

9. Declaration regarding Blacklisting or otherwise. **(Annexure-III)** and Letter of
authorization for attending the bid opening **(Annexure-IV)**.....

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

ANNEXURE-II

From

.....
.....
.....

To

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

Sir,

I/we have gone through, understood fully and declare that I/ we shall abide by the Terms and Conditions detailed in the tender document:

My / our rates are as under-

Sl. No.	Description of Items	Total amount quoted (in Rs.)	Total Amount In figures
1	All Office equipments mentioned at Annexure-V of Tender Document		
2	All Office equipments, spare parts, consumables, accessories, etc. mentioned at Annexure-VI of Tender Document.		

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

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 – V

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)
