

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

LIMITED TENDER

FOR

**DISPOSAL OF TWO CONDEMNED LETTERPRESS
PRINTING MACHINES ALONG WITH THEIR SPARE
PARTS, CONSUMABLES AND ACCESSORIES**

**PARLIAMENT HOUSE ANNEXE
NEW DELHI**

**DISPOSAL OF TWO CONDEMNED LETTERPRESS PRINTING MACHINES ALONG WITH
THEIR SPARE PARTS, CONSUMABLES AND ACCESSORIES**

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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

L. No. 27/1/2/2015/GPB

Dated: 02.12.2015

From

**K.C. Pandey,
Under Secretary**

To

(All concened)

Subject: Quotation for disposal of two condemned Letterpress Machines along with their accessories, spare parts and consumables.

Sealed tenders are invited from the registered Recycler/Reprocessors of E-waste registered with Delhi Pollution Control Committee (Electronic Waste Management in Delhi) for disposal of condemned two Letterpress Printing Machines along with their spare parts, accessories and consumables, etc. as mentioned in the "Annexure-II" as per the time schedule given below:

- (i) Closing date & time for receipt of tender: **16.12.2015 at 1500 hours**
- (ii) Place for submitting tender: **Room No. 408, Parliament House Annexe, Sansand Marg, New Delhi – 110001.**
- (iii) Tender Opening Date & Time: **16.12.2015 at 1600 hours.**
- (iv) Place of Tender opening: **Room No. 302, Parliament House Annexe, Sansand Marg, New Delhi – 110001.**

Note : In the event of any of the above mentioned dates 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.

Sd/-

UNDER SECRETARY (GP)

TERMS AND CONDITIONS OF THE TENDER

DISPOSAL OF TWO CONDEMNED LETTERPRESS PRINTING MACHINES ALONG WITH THEIR SPARE PARTS, CONSUMABLES AND ACCESSORIES

1. Bids may be submitted in the enclosed prescribed Proforma (**Annexure-I**).
2. Bids are invited only from the firms registered with Delhi Pollution Control Committee (Electronic Waste Management in Delhi) dealing with E-waste etc. and having its Office (head office/ regional/Branch Office) in Delhi/NCR (**a copy of valid registration certificate should be attached**). Bids received from the firms other than registered will be summarily rejected.
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 two condemned Letter Press Machines along with their spare parts, consumables and accessories" 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 **16.12.2015 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.
5. The **Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten 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)**, between **3:00 P.M. to 5:00 P.M.** from **07.12.2015 to 15.12.2015** and queries should be raised to the concerned Officer at the time of inspection. No further clarifications shall be given after the above inspection.

8. 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.

9. 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.

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

11. 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.

12. The incomplete and conditional tenders will be rejected.

13. 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.

14. This tender is non transferable.

15. All the labour charges towards loading, unloading 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.
16. 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**.
17. If a firm violates any of these terms & conditions, it shall be blacklisted and its EMD shall be forfeited.
18. 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 TWO CONDEMNED LETTERPRESS PRINTING MACHINES ALONG WITH
THEIR SPARE PARTS, CONSUMABLES AND ACCESSORIES**

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. CST/VAT/Excise Duty/TIN, etc. registration 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. Details of Registration Delhi Pollution Control

Committee:.....

.....
(Copy of registration certificate to be enclosed)

9. **TOTAL AMOUNT QUOTED FOR ITEMS MENTIONED IN ANNEXURE- II**

(IN FIGURES)

(IN WORDS)

.....

Name and Signature of the bidder

DETAILS OF CONDEMNED LETTER PRESS MACHINES
ALONG WITH THEIR SPARE PARTS, ACCESSORIES AND CONSUMABLES

Sl. No.	ITEMS DETAILS	Qty.
01.	Natraj Letter Press Machine (Size 11"x16")	01
02.	H.S. Letter Press Machine (Size 11"x16")	01
03.	Block – Member of Parliament (LS) English	03
04.	Block – Member of Parliament (LS) Hindi	02
05.	Composing Stick 8"	01
06.	Composing Stick 10"	01
07.	Cutter (Katiya) for straw board cutting	01
08.	Gally Steel Iron 12"x18" & 15"x20"	20
09.	Grinding Stone (Big)	01
10.	Grinding Stone (Small)	01
11.	Hammer Wooden	05
12.	Imposing Surface	01
13.	Key for Hample Small No. 1	02
14.	Key for Hample Big No. 2	01
15.	Key for Hample Big (Special Type) (for Victoria & Vijaya L/P)	05
16.	MSS Stand	01
17.	Proof Press Gally	01
18.	Quoins Hample Small No. 1 (Indian)	06 Pairs
19.	Quoins Hample Big No. 2 (Indian)	3 Pairs
20.	Steel Lead & Rule Cutter (Size 24")	01
21.	Spirit Leveller (Size 12")	01
22.	Small Chase for Victoria Letter Press Machine	02
23.	Small Chase for Vijaya Letter Press Machine	01
24.	Steel Saw with Handle (Size 18"x12")	01
25.	Scissor (Size 10")	02
26.	Screw Driver (Size 4"x5")	03
27.	Screw Driver (Size 9"x12")	03
28.	State Emblem (Size 1" & 2.50")	09
29.	State Emblem (Size 2.25")	03
30.	State Emblem (Size ¾")	04

31.	State Emblem (Size ½" & 1.5")	04	
32.	Wooden Box with Lock for Keeping Brass Rules	01	
33.	Wooden Box for Keeping Wooden Lead	01	
34.	Wooden Case for English & Hindi Type	118	
35.	Block for Greeting (12 Sets)	12 sets	
36.	Chase for Letter Press (Size 9¼"x 7½")	01	
37.	State Emblem (Block) (Size 1.25 cm)	2	
38.	Iron Gutter (Size 2x8 em)	04	
39.	Iron Gutter (Size 6x8 em)	04	
40.	Iron Gutter (Size 8x36 em)	02	
41.	Iron Gutter (Size 8x48 em)	02	
42.	Iron Gutter (Size 4x8 em)	07	
43.	Iron Gutter	4x32 em	10
		6x14 em	01
		4x20 em	02
		4x26 em	02
		2x6 em	02
		2x26 em	02
		2x32 em	04
44.	Block for Printing of file covers	03	
45.	Belt for Natraj & H.S. Letter Press Machine	10 Mtrs.	
46.	Counter With Fixing Stand for Letter Press Machine	01	
47.	Half Moon (for Victoria Letter Press Machine)	02	
48.	Iron Comb for Belt for Letter Press Machine	07	
49.	Press Cut/Bolt for Letter Press Machine	07	
50.	Roller 54 MM (full Width Ink) old SA-4421/New No. SA-33816	01	
51.	Roller 62 MM full width (complete with ball race) Make 4420	01	
52.	Outer Chase Main Letter Press 18.5"x13.5"	02	
53.	Nut Bolt for Belt of Letter Press Machine	10	
54.	Furniture Set for Letter Press	04 sets	
55.	Hample for Letter Press Machine	46 Pairs	
56.	Inner Chase 12"x8" for Letter Press Machine	01	
57.	Inner Chase 14" for Letter Press Machine	03	
58.	Block (Ashoka) – 0.5" L/P	11	
59.	Block (Ashoka) – 0.75" L/P	03	
60.	Block (Ashoka) – 1" L/P	20	
61.	Block (Ashoka) – 1.25" L/P	08	
62.	Block (Ashoka) – 1.5" L/P	06	
63.	Block (Ashoka) – 1.75" L/P	06	
64.	Block (Ashoka) – 2" L/P	06	
65.	Block Parliament House – 0.75" L/P	03	

66.	Block Parliament House –1.25" L/P	04
67.	Block Parliament House – 1.5" L/P	03
68.	Block Parliament House – 2" L/P	02
69.	Block Parliament House – 3" L/P	03
70.	Block Parliament House – 3.5" L/P	04
71.	Block Parliament House – 4" L/P	02
72.	Block Parliament House – 5" L/P	01
73.	Block Q Mark - L/P	02
74.	Handle Hammer (Wooden L/P)	01
75.	Wooden Stick 32" L/P	30
76.	Wooden Stick Imposing L/P	28
77.	Ink - Crimson Red L/P	2 Kgs.
78.	Ink - Lemon Yellow L/P	3 Kgs.
79.	Ink - Neoset Gloss Process Blue L/P	500 Gram
80.	Ink - Neoset Gloss Red L/P	1 Kg.
81.	Ink - Neoset Gloss Yellow L/P	500 Gram
82.	Ink - Reflex Blue L/P	2 Kgs.
83.	Ink - Vivid Green L/P	4 Kgs.
