

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

**ROOM NO. 408,
PARLIAMENT HOUSE ANNEXE,
NEW DELHI - 110001**

September 18, 2012

No. 32/2/7/2012/GPB

From

R.C. Sharma,
Under Secretary

To

(All concerned)

Subject: Procurement of consumable items for computers and fax machines.

Sir/Madam,

I am directed to state that the following items are proposed to be purchased by Lok Sabha Secretariat immediately as per details given below:-

Sl. No.	Description of item	Qty. Required
1	CD-R (Sony make) in Jewel Case	2000 nos.
2	CD-RW (Sony make) in Jewel Case	200 nos.
3	DVD-R (Sony make) in Jewel Case	500 nos.
4	DVD-RW (Sony make) in Jewel Case	200 nos.
5	Brother Toner Cartridge No. TN-2025 (Original) for Brother Fax Machine Model No. 2820	5 nos.

2. You are requested to submit quotations for the above item to **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover **immediately or latest by 28 September, 2012**. Quotations received after that date will not be considered.

3. **The rates quoted by the firms should be valid for minimum 60 days from the date of opening of quotation.**

4. Quotation should be comprised of (i) Price of Item (**rate should not be inclusive of VAT/ST**); (ii) Rate of VAT/ST (iii) Warranty and Warranty Period; (iv) Terms of Payment; (v) Validity of Rates; and (vi) Terms of Delivery. **Incomplete quotation shall be summarily rejected.**

5. This Secretariat reserves the right to place order for all, any one or none of the item depending upon the price quoted for item by the firm (s). In case a firm, after quoting the price, declines to supply the item for which they have quoted rate, the name of such a firm is likely to be **BLACKLISTED**.

Yours sincerely,
Sd/-

**UNDER SECRETARY
Tel. No. 2303 5437**