

LOK SABHA SECRETARIAT
(GENERAL PROCUREMENT BRANCH)

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

No. 32/2/4/2012/GPB

10th May, 2012

From

General Procurement Branch

To

(All concerned)

Subject: Procurement of Lexmark toner cartridge E-230.

Sir/Madam,

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

Sl. No.	Name of Item	Qty. of items required
2.	1. Lexmark Printer Toner Cartridge E-230 (Original Lexmark make)	10 Nos.

You are requested to submit quotation for the above item in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover **immediately or latest by 18th May, 2012**. Quotation received after that date will not be considered.

3. The rates quoted by the firm 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