

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

Room No. 408, Fourth Floor,  
Parliament House Annexe,  
New Delhi-110001

L. No. 32/2/8/2012/GPB

Dated: February 21, 2013

From

R.C. Sharma  
Deputy Secretary

To,

(All concerned)

**Subject: Quotation for supply of consumables for computers and fax machines to Lok Sabha Secretariat.**

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure consumables for computers and fax machines. The specification along with quantity of consumable items to be procured is at **Annexure-I**.

2. You are requested to submit quotation for the items mentioned at Annexure-I in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover **immediately or latest by 7 March, 2013**. Quotation received after due date and incomplete quotation will not be considered.
3. Detailed terms and conditions of the tender are at **Annexure-II**.
4. Lok Sabha Secretariat will have full and final authority to reject any/all offer(s) without assigning any reason thereof.

Yours faithfully,

Sd/-  
**DEPUTY SECRETARY**  
Tel. Nos. 2303 4408  
2303 4410

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| Sl. No. | Description of Items  | Qty.      | Rate per unit (in Rs.) | VAT/ ST/ ED, etc. (Rs.), If any. | Total Rs. in figures | Total in Words (Rs.) |
|---------|---|-----------|------------------------|----------------------------------|----------------------|----------------------|
| (1)     | (2)   | (3)       | (4)                    | (5)                              | 6 (4+5)              | (7)                  |
| 1       | CD-R (Sony make) in Jewel Case  | 400 nos.  |                        |                                  |                      |                      |
| 2       | CD-RW (Sony make) in Jewel Case   | 300 nos.  |                        |                                  |                      |                      |
| 3       | DVD-R (Sony make) in Jewel Case   | 1000 nos. |                        |                                  |                      |                      |
| 4       | DVD-RW (Sony make) in Jewel Case  | 200 nos.  |                        |                                  |                      |                      |
| 5       | Brother Fax Machine Cartridge No. TN-2025 for Brother Fax Machine Model No.2820 | 10 nos.   |                        |                                  |                      |                      |
| 6       | Drum Unit for Brother Fax Machine Model No. 2820                                | 01 no.    |                        |                                  |                      |                      |

Warranty/Guarantee:- .....

**Signature of the bidder with seal  
(Name of the Authorized Signatory)  
Designation**

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**TERMS AND CONDITIONS FOR SUPPLY OF CONSUMABLES FOR COMPUTERS AND FAX MACHINES TO LOK SABHA SECRETARIAT**

1. Bidder should be an Indian company/firm engaged in supply of consumables for computers and fax machines in bulk in Delhi/NCR and having its Office (head office/regional/Branch Office) in Delhi/NCR.
2. Bidder should have minimum three years of experience of supplying consumables for computers and fax machines in bulk to the Departments/Ministries of the Government of India/PSUs (**Copies of two Purchase Orders received from Govt. Depts. / PSUs during each of the last three years should be enclosed**)
3. Bidder should not have been blacklisted by the Departments/Ministries of the Government of India/PSUs.
4. The rates/ prices should be quoted in Indian Rupees only in words as well as figures. Excise duty, sales tax, VAT, packing, forwarding, etc., as applicable should be quoted separately. If these levies are included in the price quoted without giving the break up details, such bids will summarily be rejected.
5. The bid shall remain valid and open for acceptance for a period of 90 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.
6. Prices should be quoted on F.O.D. [Destination basis (Free delivery at site)]. **Representatives of the company will have to make delivery items to Lok Sabha Secretariat personally. No supply of items will be delivered through courier and any other means.**
7. Items to be supplied should be genuine and sealed. If any item is found to be of a substandard (inferior quality)/substitute and not conforming to the required specifications, the bidders/firms will not only have to replace the same with genuine ones but they are also liable to be blacklisted and EMD submitted by bidder will be forfeited.
8. The Earnest Money Deposit (EMD) @2% of the bid value should be in the form of Demand Draft/Banker's Cheque drawn in favour of Drawing and Disbursing Officer, Lok Sabha and should be kept in a sealed separate cover superscribing E.M.D. without mentioning amount. Tender received without EMD or EMD for lesser amounts will be summarily rejected. **However, firms which are registered with LSS are exempted from furnishing bid security (Earnest Money Deposit).** The EMD in respect of the bidders/firms, which is/are not selected, shall be returned to them within 30 days without any interest after finalization of tender. However, EMD in respect of successful bidder will be released after effecting supply of items. EMD will be forfeited if the bidders withdrew after submission of the bids or opening of the tenders.

9. Quotations of firms received in the format prescribed in **Annexure-I** of enquiry letter shall be considered. Offers not received in prescribed format shall be ignored and no correspondence, in this regard, will be entrained. Sealed quotation should be superscribed as **“Quotation for supply of consumables for computers and fax machines to Lok Sabha Secretariat”**. Quotations through Telegraphic/Telex/Fax/E-mail will not be accepted and ignored straightaway.

10. The tenderer should also be able to supply the required items within 24 hours.

11. This Secretariat will have the authority to select more than one firm for supply of items. The Secretariat further reserves the right to decide which of the firms should be selected for supply of some or all items listed in the tender form and the decision of the Secretariat will be final.

12. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill.

13. If a firm violates any of these terms & conditions, it shall be blacklisted and its EMD shall be forfeited.

14. Lok Sabha Secretariat reserves the right to accept/reject any or all the tenders without assigning any reasons. No enquiry after submission of the quotation will be entrained.

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