

LOK SABHA SECRETARIAT

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PARLIAMENT HOUSE
NEW DELHI-110001

No. 7/12/Comp(HW)/2012

21 February, 2013

From

Shyam Singh Rawat,
Executive Officer.

To

All Concerned

Subject: Invitation of quotation for procurement of Laptop (DELL) and Officejet Multi-functional Printers(HP-Make).

Sir,

I am directed to state that this Secretariat intends to procure the following items for its uses:

Sl. No.	Name of items	Make/Model	Configuration	Qty.
1.	Laptop	DELL-14R Turbo	Laptop (Dell 14R Turbo) - i7-3632QM Processor (3 rd Generation Intel Core, 6M Cache, up to 3.2 Ghz), RAM 8 GB (4x2) DDR3, 1TB HDD, 2GB Video Card(NVIDIA) DDR3, Wi-Fi + Bluetooth, Window-8 OS, 14" LCD Screen, Antivirus-McAfee (15 months validity), 1 year warranty.	6 Nos..
2.	Officejet Multifunctional Printer	HP Officejet Pro 8600-plus-Multifunctional-colour (FAX,Print,Scan, Copy)	HP Officejet Pro 8600 Plus-Multifunctional Printer – All in one (Print, Copy, Scan, Fax, Web), Print Speed Black- Upto 20 ppm, Print Speed Colour –Upto 16 ppm, Print resolution black/colour upto 1200x600dpi/4800x1200dpi on HP Advanced Photo paper, 1200x1200 input dpi, Memory 128MB, Scanner type Flatbed.ADF, copy speed black/colour upto 35 cpm, copy resolution black/colour upto 1200x600 dpi, Fax transmission speed – 4 second per page, ePrint.	6 Nos.

2. In this regard, **terms and conditions** are as under:

- (i) The firm shall have to Deposit Earnest Money (EMD) at the rate of 2% of total value of the above items with the quotation in the form of demand draft payable in favour of 'Drawing & Disbursing Officer', Lok Sabha payable at New Delhi. **EMD shall be kept in a separate envelope duly sealed and superscribed " EMD for procurement of Laptop and Officejet Multifunctional Printer"**. The other envelop shall contain the financial

bid for specifications of above hardware. Both the envelop, one containing the financial bid and other EMD shall be put in a separate bigger envelop sealed and superscribed "Invitation of quotation for procurement of Laptop(DELL) and Officejet Multifunctional Printer(HP-Make)". Quotation without EMD, will not be entertained.

- (ii) Successful bidder shall have to deposit Performance Security Deposit (PSD) at the rate of 5% of the total value of the items within 10 days after the supply of items in the form of demand draft payable in favour of 'Drawing & Disbursing Officer', Lok Sabha, payable at New Delhi or Bank Guarantee (BG) of the same value from a Nationalised Bank. The EMD will be refunded to the firm after depositing the PSD. The PSD will remain valid for a period of 60 days beyond the date of completion of all contractual obligation of supply including warranty period. **No interest shall be payable on EMD and PSD.**
- (iii) The period of **comprehensive onsite warranty** will be applicable from the date of receipt of items in this Secretariat. The complaint should invariably be attended by the firm within 4 hours of lodging the same and must be resolved within 24 hours. The engineer of the firm/OEM will attend the complaint at the location of the above item(s). No transportation charges shall be paid to the engineer for attending the complaints and to take the items for repair to their workshop during the warranty period.
- (iv) The firm should be an authorized Dealer/Reseller of OEM in respect of item(s) concerned.
- (v) Delivery/Installation of the above items(s) at Parliament House Complex, New Delhi or any another location as directed by Lok Sabha Secretariat shall be arranged by the firm at their own cost.
- (vi) Price should be quoted F.O.R. Lok Sabha Secretariat.
- (vii) A bill giving details of Sales Tax/VAT Registration/PAN/TIN nos. etc. may be submitted to this Secretariat for settlement. Payment would be processed after successful/satisfactory installation of the item(s) and on receipt of PSD.
- (viii) Quotation received after due date and time will not be considered.
- (ix) Price of the above item(s) shall be valid for 120 days from the opening of Quotation.
- (x) The firm may be blacklisted for further business with Lok Sabha Secretariat in case of non-delivery of items(s) in time and non-performance of satisfactory services. For non-supply of the above items in time, the EMD will be forfeited.

3. You are, therefore, requested to submit your sealed quotation mentioning details viz. VAT, Warranty, validity of quotation, exact delivery time, etc. for the above items latest by 15.03.2013 upto 1500 hrs.

4. Lok Sabha Secretariat reserves the right to cancel the quotation/increase/decrease the quantity of items(s) at any stage without assigning any reason.

Yours faithfully,



EXECUTIVE OFFICER
Tel. 23035290/5328