

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

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

No. 31/13/2016/GPB

Dated: February 03, 2016

From

Bhuvnesh Kala,
Executive Officer

To

(All concerned)

Subject: Quotation for supply of Pouch Lamination Machine (small size).

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure **one Pouch Lamination Machine (small size)**.

2. You are requested to submit quotations for the above item **in prescribed format (Annexure) in Room No. 408, Parliament House Annexe, New Delhi** under sealed cover **immediately or latest by 19 February, 2016 (up to 1600 hours)**. Quotations received after that date will not be considered.

3. **The firm shall have to mention complete technical specification of machine in its bid and arrange demonstration of the same.**

4. **The rates quoted by the firms should be valid for minimum 60 days from the date of opening of quotation. Prices should be quoted FoD basis (Free delivery at LSS) only.**

5. Quotation should be comprised of (i) Price of item (**rate should not be inclusive of VAT/ST**); (ii) Rate of VAT/ST, if any (**should be quoted separately**) (iii) Warranty and Warranty Period; (iv) Rate of Maintenance charges under AMC/CAMC; (v) Buy-back amount for old machine; (vi) Validity of Rates; and (vii) Terms of Delivery. **Incomplete and conditional quotation shall summarily be rejected.**

6. Lok Sabha Secretariat will have full and final authority to reject any/all offer(s) without assigning any reason thereof. 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/-
EXECUTIVE OFFICER
Tel. No. 2303 4408
2303 4410**

E-mail: gpb-lss@sansad.nic.in

ANNEXURE

Sl. No.	Name, Make/Brand of article offered by the firm with complete specification	MRP In Rs.	Offered Rate per unit (in Rs.)	VAT/ ST/ ED, etc. (Rs.), If any.	Buy-back amount for old machine	Warranty	Rate of AMC & CAMC

Dated..... Name & Address of Firm.....

Authorized Signature & Seal of the Firm

