

LOK SABHA SECRETARIAT
Computer (HW&SW) Management Branch]
R.No.FB-149, Parliament Library Building.

Telegrams : LOKSABHA, NEW DELHI
FAX : 23010756

No.7/6/Comp(HW)/2013

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

20 June, 2013

From

S.S. Rawat,
Executive Officer.

To

All the concerned.

Subject: Procurement/Supply of Colour LaserJet Printer (HP-M251n).

Sir,

I am directed to state that this Secretariat intends to procure the following item for its use on urgent requirement basis:

Sl.No.	Name of Item	Quantity
1.	Colour LaserJet Printer (HP-M251n)	03

2. You are, therefore, requested to submit **sealed quotation** mentioning details viz. VAT, Warranty, validity of quotation, delivery time, etc. for the above item. **Quotation may be dropped in the Tender Box placed in the Reception Office, Parliament Library Building (Opp. Gurudwara Rakabgang), New Delhi on or before 08.07.2013 upto 1500 hrs.**

Terms & Conditions:

- (i) The period of **comprehensive onsite warranty** will be applicable from the date of receipt of item in this Secretariat. The complaint should invariably be attended by the firm within 4 hours of lodging the same and must resolve within 24 hours. The engineer of the firm/OEM will attend the complaint at the location of the above item.
- (ii) Delivery/installation of the above item(s) at Parliament House Complex, New Delhi shall be arranged by the firm at their own cost.
- (iii) The firm may be blacklisted for further business with Lok Sabha Secretariat on account of non delivery of items in time and non performance of satisfactory services.
- (iv) Payment would be processed after successful/satisfactory installation of the item(s).
- (v) Price should be quoted F.O.R. Lok Sabha Secretariat store basis.
- (vi) Quotation received after due date/time will not be considered.

3. Lok Sabha Secretariat reserves the right to change/modify/cancel the quotation/increase/decrease the quantity of items at any stage without assigning any reason.

Yours faithfully,



EXECUTIVE OFFICER
TELE. No. 23035290,23035328