

LOK SABHA SECRETARIAT
(General Procurement Branch)

Room No. 408
Parliament House Annexe
New Delhi – 110001

No.30/2/2012/GPB

Dated 27 November, 2012

From

R.C. Sharma
Deputy Secretary

To

All concerned

Sub.: Procurement of Paper Shredder Machines by Lok Sabha Secretariat

Sir/Madam.

This Secretariat intends to purchase Paper Shredder Machines of different specifications. Quotations are invited from the firms Registered with this Secretariat and manufacturers and authorized dealers dealing in such machines as per following :

Sl. No.	Details of the item	Qty. Required	Rate (Rs.)	VAT/ ST/ ED, etc. (Rs.),	Total (4+5) Rs.	Technical specifications of the machine	Total in (Rs.) In words also
1	2	3	4	5	6	7	8
1.	Paper shredder machine (can cut CD and 10-20 paper to gather, auto start-stop, Bin capacity 20 (litres)).	1 (one)					
2.	Paper shredder machine(Heavy Duty) (can cut CD and min. 30-50 paper to gather, auto start-stop, Bin capacity 80 – 100 (litres).	1 (one)					

2. You are, therefore, requested to submit your rate of the above machines immediately or latest by 14th December, 2012. Quotations received after due date will not be entertained.

3. Quotations should be addressed to The Deputy Secretary (GP), Room No.408, Parliament House Annexe, Lok Sabha Secretariat, New Delhi -110001.

Yours sincerely,

Sd/-

DEPUTY SECRETARY

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