

LOK SABHA SECRETARIAT
(GENERAL PROCUREMENT BRANCH)

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

No. 31/13/2015/GPB

10 July, 2015

From

K.C. Pandey,
Under Secretary

To

(All concerned)

Subject: Procurement of Paper Shredder Machine, Application –Paper & CD and Paper Capacity 30-35 sheets (A-4 size, 75 GSM) at a time.

Sir/Madam,

I am directed to state that 1 no. **Paper Shredder Machine, Application –Paper & CD and Paper Capacity 30-35 sheets (A-4 size, 75 GSM) at a time** is proposed to be purchased by Lok Sabha Secretariat immediately.

2. You are requested to submit quotations for the above item in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover **immediately or latest by 13th July, 2015**. 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 Paper Shredder Machine, if required.**

4. **The rates quoted by the firms should be valid for minimum 60 days from the date of opening of quotation.**

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) Terms of Payment; (v) Validity of Rates; and (vi) Terms of Delivery. **Incomplete and conditional quotation shall summarily be rejected.**

6. This Secretariat reserves the right to place order for all, any one or none of the item depending upon the price quoted for item by the firm (s). 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/-
UNDER SECRETARY
Tel. No. 2303 4408
2303 4410