

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

Room No. 408, Fourth Floor,  
Parliament House Annexe,  
New Delhi-110001

L. No. 30/1(ii)/2017/GPB

Dated: 28.07.2017

From

K.C. Pandey,  
Deputy Secretary

To,

(All concerned)

**Subject: Quotation for supply of fax machine to Lok Sabha Secretariat.**

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure fax machines. The required specification of fax machine is at **Annexure-I**.

2. You are requested to submit quotation in your letterhead for the above item as per proforma given at Annexure-I **BY HAND** in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover **immediately or latest by 04 August, 2017**. Quotation received after due date and incomplete quotation will not be considered.
3. Detailed terms and conditions of the tender are at **Annexure-II**.
4. Lok Sabha Secretariat will have full and final authority to reject any/all offer(s) without assigning any reason thereof.

Yours sincerely,

**Deputy Secretary**  
Tel. Nos. 2303 4408  
2303 4410  
E-mail : gpb-lss@sansad.nic.in

**ANNEXURE-I**

Required specification of fax machine	Complete Specification of machine	Qty. required	MRP In Rs.	Rate per unit (in Rs.)	Buy-back amount per machine for old machine	Effective Price per machine after Buy-back	GST per machine (Rs.), If any.	Total Amount per machine (in Rs.)	Warranty/ Guarantee Period
(1)	(2)	(3)	(4)	(5)	(6)	(7) (5) – (6)	(8)	(9) (7) + (8)	(10)
FAX MACHINE, Canon make, Model No. MF237W along with all accessories and 15 mtr. Patch cable		3 nos.							

\* Mandatory to furnish complete specification of the machine.

**Signature of the bidder with seal  
(Name of the Authorized Signatory)  
Designation**

**TERMS AND CONDITIONS FOR SUPPLY OF FAX MACHINES TO LOK SABHA SECRETARIAT**

1. Bidder should be an Indian company/firm engaged in supply of FAX machines in Delhi/NCR and having its Office (head office/ regional/Branch Office) in Delhi/NCR.
2. Bidder should have minimum three years of experience of supplying fax machines/multifunctional printers to the Departments/Ministries of the Government of India/PSUs/Autonomous Bodies (**Copies of Purchase Orders received from Govt. Depts./PSUs during each of the last three years should be enclosed**)
3. Bidder should not have been blacklisted by the Departments/Ministries of the Government of India/PSUs/Autonomous Bodies.
4. **The firm shall have to mention complete technical specification of machine in its bid and arrange demonstration of fax machine in Parliament House Complex, if desired.**
5. The rates/ prices should be quoted in Indian Rupees only in words as well as figures. GST, Buy-back, packing, etc., as applicable should be quoted separately. If these levies are included in the price quoted without giving the break up details, such bids will summarily be rejected.
6. The bid shall remain valid and open for acceptance for a period of 90 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.
7. Prices should be quoted on F.O.D. [Destination basis (Free delivery at site)].
8. Items to be supplied should be genuine and sealed. If any item is found to be of a substandard (inferior quality)/substitute and not conforming to the required specifications, the bidders/firms will not only have to replace the same with genuine ones but they are also liable to be blacklisted.
9. Quotations of firms received in the format prescribed in **Annexure-I** of enquiry letter shall be considered. Offers not received in prescribed format shall be ignored and no correspondence, in this regard, will be entertained. Sealed quotation should be superscribed as **“Quotation for supply of fax machine to Lok Sabha Secretariat”**. Quotations through Telegraphic/Telex/Fax/E-mail will not be accepted and ignored straightaway.
10. The tenderer should also be able to supply the required item within 7 working days.
11. No advance payment will be made for the supply of goods. Payment will only be released after supply, satisfactory installation of machine and submission of pre-receipted bill.
12. If a firm violates any of these terms & conditions, appropriate action will be taken.
13. Lok Sabha Secretariat reserves the right to accept/reject any or all the tenders without assigning any reasons. No enquiry after submission of the quotation will be entertained.

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