

LOK SABHA SECRETARIAT

FAX: 23010756

(GENERAL PROCUREMENT BRANCH) PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

Ref.:LAFEAS-GPB020(11)/10/2022-GPB

Dated 05.05.2022

From

Rakesh Kumar Chhabra
Executive Officer

To

All Concerned,

Subject: **Extension of time period to get Bids for Full Service Maintenance Contract (FSMA) in respect of One Multi-functional Color photocopiers installed in Lok Sabha Secretariat.**

Dear Madam/Sir,

Lok Sabha Secretariat requires services of Full Service Maintenance of photocopier under Annual Rate Contract from the firms registered on GeM and is OEM Authorised Company/Dealers/Partners having their offices at Delhi NCR only with GST / PAN Holders are requested to quote the rate as per format given below:

Sl.No.	Make of Photocopiers	Year of Purchase	Qty.	Rate per copy charge	% of GST
1	Canon, IR ADV3530 (30 Copy Per Minute)	2020	01		

Documents required with the quotation:

1. Copy of PAN Card, GST, Last three years ITR, Registration of Firm, Proof of Office at Delhi-NCR and OEM Certificate for Maintenance of Canon Color Photocopier.
2. Demand Draft made from scheduled bank as EMD of Rs. 5,000/- in the name of DDO, Lok Sabha.

Terms & Conditions of the Quotation:

1. The lowest quoted firm has to depute a well qualified engineer with Mobile Number to attend servicing of above photocopier .
2. Engineer has to honor the call of User immediately or within 2 days in Inter Session and within 24 hrs. in Session of Parliament.
3. The lowest quoted firm has to enter into an Agreement with Lok Sabha Secretariat (Specimen of Agreement Paper attached with the tender).
4. The last date to submit quotation, complete in all respect, is **09.05.2022 by 1600 Hrs** which may be submitted by Hand only in Room No. 408, General Procurement Branch, Parliament House Annexe, New Delhi - 110001. Submission of quotation without EMD in any other mode will not be accepted. The firm which had already submitted their Bid is acceptable to the Secretariat and need not to submit a fresh Bid
5. Interested firm which like to make their presence physically at the time of opening of tender, may get two hour prior permission from General Procurement Branch.
6. The lowest quoted firm has to submit PSD @ 3% of the total evaluated amount (based on the last one year meter reading).


EXECUTIVE OFFICER
Phone No. 23034410/4408