

LOK SABHA SECRETARIAT

FAX: 23010756

(GENERAL PROCUREMENT BRANCH)

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001

Ref. No. LAFEAS-GPB020(14)/10/2022-GPB

Dated: 13.07.2022

From

Shalini Nayyar
Executive Officer

To

All Concerned

Subject: Procurement of Stapler Pins Cartridges for Heavy Duty Multi-function Printing Machines, Konica Minolta, Accurio Press 6120 (120 CPM).

Dear Sir,

Lok Sabha Secretariat requires following Cartridge on urgent basis. The firms having their offices at Delhi / NCR and holder of GST Number may quote the rate of item, as per the format given below.

Sl. No.	Description of Cartridges	Qty.	MRP, if any	Offer Rate in Rs.	% of GST
1	Stapler Pins Cartridges for Heavy Duty Multi-function Printing Machines, Konica Minolta, Accurio Press 6120 (120 CPM)	05 Boxes (Each box contains 3 cartridges and each cartridge contains 5,000 pins, i.e., 3x5,000= 15,000 pins in one Box)			

- The quantity mentioned is tentative. Procurement will be made on actual requirement basis.
- Rates should be quoted on F.O.R. basis (Free delivery at site) and should be valid for a period of 30 days from the date of awarding the order. Documents like proof of office in Delhi NCR, Pan Card, and GST along with a canceled cheque may also be attached with the quotation.
- On award of contract/order, the selected firm is bound to supply the material as per specification in **Original within 5 working days** or else appropriate action may be initiated against the firm.
- Sealed Quotation may be submitted by hand only in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi – 11 00 01 by **21.07.2022 upto 1500 hrs.** addressed to the Executive Officer, General Procurement Branch.

Shalini
13/7/22

EXECUTIVE OFFICER
PHONE NOS. 23034408/4410