

**LOK SABHA SECRETARIAT**

FAX: 23010756

(GENERAL PROCUREMENT BRANCH) PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110 001

Ref. No. LAFEAS-GPB020(14)/27/2022-GPB

Dated: 15.07.2022

From

Rakesh Kumar Chhabra  
Under Secretary

To

All Concerned

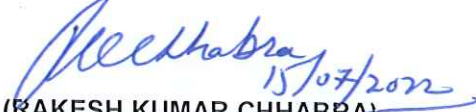
Subject: Procurement of Lexmark Cartridge for Lok Sabha Secretariat on most urgent basis.

Dear Sir,

Lok Sabha Secretariat requires following cartridges on most urgent basis. The firms having their offices at Delhi / NCR, registered on GeM and is the holder of GST Number may quote the rate of items, as per the specifications and format given below.

Sl. No.	Name of item	Qty.	MRP, if any	Offer Rate	% of GST
1.	Lexmark color cartridge 78C30K0 (Black)	06 Nos.			
2	Lexmark color cartridge 78C30C0 (Cyan)	05 Nos.			
3	Lexmark color cartridge 78C30Y0 (Yellow)	07 Nos.			
4	Lexmark color cartridge 78C30M0 (Magenta)	07 Nos.			

- 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.
- On award of contract/order, the selected firm is bound to supply the material by as per specifications mentioned above or else appropriate action may be initiated against the firm.
- Quotation may be submitted by hand in Room No. 408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi – 11 00 01 by **25.07.2022** upto 1500 hrs. addressed to the Under Secretary, General Procurement Branch.

  
(RAKESH KUMAR CHHABRA)  
UNDER SECRETARY  
PHONE NOS. 23034408/4410