

LOK SABHA SECRETARIAT

(GENERAL PROCUREMENT BRANCH)

FAX: 23010756

PARLIAMENT HOUSE ANNEXE

Ref. No. LAFEAS-GPB020(14)/4/2022-GPB

NEW DELHI 110001
Dated: 20.07.2022

From

Shalini Nayyar
Executive Officer

To

All Concerned

Subject: Procurement of Lexmark Original/Genuine Color Cartridge for Lok Sabha Secretariat.

Dear Sir/Madam,

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

Sl.No.	Description of Toner Cartridges	Qty.	MRP, if any	Offer Rate in Rs.	% of GST
1	Magenta Cartridge 78C3OMO, Lexmark	02 Nos.			
2	Cyan Cartridge 78C3XCO, Lexmark	02 Nos.			
3	Yellow Cartridge 78C3OYO, Lexmark	02 Nos.			
4	Black Cartridge 78C3OKO, Lexmark	02 Nos.			

2. The quantity mentioned is tentative. Procurement will be made on an actual requirement basis.

3. Rates should be quoted on F.O.R. basis (Free delivery at the 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.

4. On award of contract/order, the selected firm is bound to supply the material as per specification in **Original within 3 days**, or else appropriate action may be initiated against the firm.

5. Quotation may be submitted either by hand in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi – 11 00 01 or by e-mail gpb-lss@sansad.nic.in by **26.07.2022 upto 1500 hrs.** addressed to the Executive Officer, General Procurement Branch.


20/7/22

EXECUTIVE OFFICER

PHONE NOS. 23034408/4410