

LOK SABHA SECRETARIAT

FAX:23010756

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

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

Dated: 28.10.2022

From

Under Secretary  
General Procurement Branch  
Lok Sabha Secretariat

To

All Concerned

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

Dear Sir,

Lok Sabha Secretariat requires following Cartridges 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 Toner Cartridges	Qty.	MRP, if any	Offer Rate in Rs.	% of GST
1	Lexmark color cartridge 78C30Y0 (Yellow)	08 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. Documents like proof of office in Delhi NCR, Pan Card, and GST along with a cancelled 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 days** or else appropriate action may be initiated against the firm.
- Quotation may be submitted either by hand in Room No. 408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi – 11 00 01 or by e-mail [gpb-lss@sansad.nic.in](mailto:gpb-lss@sansad.nic.in) by 08.11.2022 upto 1500 hrs. addressed to the Executive Officer, General Procurement Branch.

  
UNDER SECRETARY  
PHONE NOS. 23034408/4410