

**LOK SABHA SECRETARIAT
(GENERAL PROCUREMENT BRANCH)**

Room No. 408, Fourth Floor,
Parliament House Annexe,
New Delhi-110001

L. No. 020(14)/6/2021-GPB

Dated: 04.02.2021

From

**Rakesh Kumar Chhabra
Executive Officer**

To,

(All concerned)

Subject: Quotation for supply of Lexmark toner cartridges of different specifications to Lok Sabha Secretariat.

Sir/Madam,

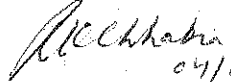
I am directed to state that Lok Sabha Secretariat intends to procure Original Lexmark toner cartridges of different specifications. The specification along with quantity of items to be procured is at **Annexure-I**.

2. You are requested to submit quotation for the items mentioned at Annexure-I in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover **immediately or latest by 8 February, 2021 (up to 1500 Hours)**. Quotation received after due date and incomplete quotation will not be considered.

3. Detailed terms and conditions of the tender are at **Annexure-II**.

4. Lok Sabha Secretariat will have full and final authority to reject any/all offer(s) without assigning any reason thereof.

Yours sincerely,


04/02/2021

EXECUTIVE OFFICER
Tel. Nos. 2303 4408
2303 4410

ANNEXURE-I

Sl. No.	Description of Items	Qty.	MRP*	Rate per unit (in Rs.)	GST (Rs.), If any.	Total Rs. in figures	Total in Words (Rs.)
	(1)	(2)	(3)	(4)	(5)	(6) (4+5)	(7)
1	Lexmark Toner Cartridge B223H00 (High yield) Original for Lexmark MB2236ADW Printer	26 nos.					
2	Lexmark Black Toner Cartridge (Original), 78C30K0 for Lexmark CX5220 ADE Printer	04 nos.					
3	Lexmark Cyan Toner Cartridge (Original), 78C30C0 for Lexmark CX5220 ADE Printer	04 nos.					
4	Lexmark Magenta Toner Cartridge (Original), 78C30M0 for Lexmark CX5220 ADE Printer	04 nos.					
5	Lexmark Yellow Toner Cartridge (Original), 78C30Y0 for Lexmark CX5220 ADE Printer	04 nos.					

*Mandatory

Warranty/Guarantee:-

Note: Items are required immediately or within 2 days from the date of work order.

**Signature of the bidder with seal
(Name of the Authorized Signatory)
Designation**

LOK SABHA SECRETARIAT
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TERMS AND CONDITIONS FOR SUPPLY OF ORIGINAL LEXMARK TONER CARTRIDGES OF DIFFERENT SPECIFICATIONS TO LOK SABHA SECRETARIAT

1. Bidder should be an Indian company/firm engaged in supply of consumable items for computers and fax machines.
2. Bidder should not have been blacklisted by the Departments/Ministries of the Government of India/PSUs.
3. The rates/ prices should be quoted in Indian Rupees only in words as well as figures. GST, packing, forwarding, etc., as applicable should be quoted separately. If these levies are included in the price quoted without giving the break up details, such bids will summarily be rejected.
4. The bid shall remain valid and open for acceptance for a period of 90 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.
5. Prices should be quoted on F.O.D. [Destination basis (Free delivery at site)]. **Delivery of items shall be made immediately or within 2 days from the date of Work Order.**
6. Items to be supplied should be genuine and sealed. If any item is found to be of a substandard (inferior quality)/substitute and not conforming to the required specifications, the bidders/firms will not only have to replace the same with genuine ones but they are also liable to be blacklisted.
7. Quotations of firms received in the format prescribed in **Annexure-I** of enquiry letter shall be considered. Offers not received in prescribed format shall be ignored and no correspondence, in this regard, will be entrained. Sealed quotation should be superscribed as "**Quotation for supply of Lexmark toner cartridges of different specifications**". Quotations through Telegraphic/Telex/Fax/e-mail will not be accepted and ignored straightaway.
8. This Secretariat will have the authority to select more than one firm for supply of items. The Secretariat further reserves the right to decide which of the firms should be selected for supply of some or all items listed in the tender form and the decision of the Secretariat will be final.
9. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill.
10. If a firm violates any of these terms & conditions, it shall be blacklisted and its EMD shall be forfeited.
11. Lok Sabha Secretariat reserves the right to accept/reject any or all the tenders without assigning any reasons. No enquiry after submission of the quotation will be entrained.
