

LOK SABHA SECRETARIAT

F/ :23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

(GENERAL PROCUREMENT BRANCH)

Ref. No. LAFEAS-GPB018(18)/4/2020-GPB

Dated: 30.01.2020

From

Rakesh Kumar Chhabra
Executive Officer

To

All Concerned

Subject: Procurement of Photo Album (as per sample) for Lok Sabha Secretariat.

Dear Sir,

Lok Sabha Secretariat requires Photo Album (as per sample). The firms having their offices at Delhi / NCR and GST Number may quote the rate of item, as per the format given below.

Sl. No.	Name of item	Qty.	Name of Brand, if any	MRP, if any	Offer Rate	% of GST
1.	Photo Album to keep 10x12 inch Photo (as per sample)	05 Nos.				


2. The quantity mentioned is tentative. Procurement will be made on actual requirement basis. Before quoting rate of the item, firms are requested to visit General Procurement Branch to examine the sample of above item on any working day from 1000 hrs to 1300 hrs and 1400hrs to 1700 hrs and offer the rate after examining the sample.

3. A prepared sample of photo album as per specification mentioned above/ identical to the sample available with General Procurement Branch is to be submitted with the quotation.

4. Rates should be quoted on F.O.R. basis (Free delivery at site) and should be valid for a period of ninety days from the date of awarding the order.

5. On award of contract/order, the selected firm is bound to supply the material as per sample/requirement/specification or else appropriate action may be initiated against the firm.

6. Quotation may be submitted by hand in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi - 11 00 01 by 05.02.2020 upto 1600 hrs. addressed to the Executive Officer, General Procurement Branch.


EXECUTIVE OFFICER
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