

LOK SABHA SECRETARIAT

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001

No.LAFEAS-GPB017(13)/3/2021/GPB

Dated the 5th February, 2021

From

Rakesh Kumar Chhabra
Executive Officer

To

All concerned

**Subject : Procurement of 30 Bundles Hard Board[(40 Oz - Weight 25 kg.)
(1 Bundle=Minimum 20 Sheets)]**

Dear Sir/Madam,

Lok Sabha Secretariat requires following item on urgent basis. Firms having their offices at Delhi/NCR and GST Number Holder may quote the rate of item, as per specifications and format given below :

| Sl. No. | Name of the Item with specification | Quantity required | Rate(Rs.) MRP, if any | Offer Rate Per Gross (in Rs.) | % of GST | Name of Brand |
|---------|-------------------------------------------------------------------------|-------------------|-----------------------|-------------------------------|----------|---------------|
| 1. | Hard Board (40 Oz - Weight 25 kg.) (1 Bundle = Minimum 20 Sheets) | 30 Bundles | | | | |

2. The quantity mentioned is tentative. Procurement will be made on actual requirement basis. Before quoting rate of the item, firms may visit General Procurement Branch to examine the sample of above item from 1100 hrs. onwards and offer the rate of the same. **The Paper must be quoted of the reputed Brand and without mentioning the brand name quotation will be rejected.**

3. Rates should be quoted on F.O.R. basis(Free delivery at site) and should be valid for a period of **Ninety Days(90)** from the date of awarding the order.

4. On award of contract/order, the selected firm is bound to supply the material as per Brand quoted by the firm and specifications of the Secretariat or else appropriate action may be initiated against the firm.

5. **Sealed Quotation along with sample of Hard Board** may be submitted by hand in Room No.408, 4th Floor, Parliament House Annexe, New Delhi-110001 by **10.02.2021** at 1700 hours addressed to the Executive Officer, General Procurement Branch, Lok Sabha Secretariat.


RAKESH KUAMR CHHABRA
EXECUTIVE OFFICER,
PHONES: 23034408/2305437