

# LOK SABHA SECRETARIAT

FAX: 23010756

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110001

## (GENERAL PROCUREMENT BRANCH)

Ref. No. GPB/5/Misc./2019

Dated: 24.05.2019

From

Rakesh Kumar Chhabra  
Executive Officer

To

**All Concerned**

Subject: Procurement of Plastic Folder (as per sample) for Table Office.

Dear Sir,

Lok Sabha Secretariat require plastic folders (as per sample). The firms having their offices at Delhi / NCR and GST Number Holder may quote the rate of item, as per specifications in the format given below.

Sl. No.	Name of the item	Qty.	MRP, if any	Offer Rate	Percentage of GST
1.	Plastic Folder (as per sample)	25Nos.			

- The quantity mentioned above is tentative. Procurement will be made on actual requirement. Before quoting rate of the item, firms are requested to visit General Procurement Branch to examine the sample.
- 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.
- On award of contract/order, the selected firm is bound to supply the material as per sample/requirement or else appropriate action may be initiated against the firm.
- Quotation may be submitted by hand in Room No. 408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi – 11 00 01 by 31.05.2019 upto 1600 hrs. addressed to the Executive Officer, General Procurement Branch.



**EXECUTIVE OFFICER**  
Phone No. 23034410