

LOK SABHA SECRETARIAT
(General Procurement Branch)

No. 8/Misc./2016/GPB

Dated 05.01.2016

From

General Procurement Branch

To

The all concerned

Subject: Procurement of Handmade Paper Folder.

Sir,

The under mentioned items are required by this Secretariat as per details given below:

Sl. No.	Name of the item	Size of the item	Qty.
1.	Handmade paper folder consisting of letterhead, envelope and jacket with printing	A-4 Size (As per sample)	1000 sets
2.	Handmade paper folder consisting of letterhead, envelope and jacket with printing	Medium Size (as per sample)	1000 Sets

2. Interested firm having its office at Delhi / NCR may quote the rate of the above item only after examining the sample of folder sets available at General Procurement Branch, Room No. 408, 4th Floor latest by **18.01.2016**. **It is also required to submit an EMD of Rs. 2,000/- (Rupees Two Thousand Only) in the name of DDO, Lok Sabha with an undertaking of sample seen on the letter head.**

Yours sincerely

EXECUTIVE OFFICER
Ph. No. 23035437