

**LOK SABHA SECRETARIAT
(General Procurement Branch)**

Ref. No.8/Misc./2014/GPB

Dated 08.04.2014

From

K.C. Pandey
Under Secretary

To

All Concerned

Subject: Procurement of folders / pouches for Lok Sabha Secretariat.

Sir/Madam,

Lok Sabha Secretariat requires folders and pouches (as per sample). All the firms are requested to submit their quotations only after examining the samples:

Sl. No.	Name of the item	Qty.	Specification	Special Condition
1	Folder (as per sample)	640 Nos.	(a) 545 folders of different colours as per the list of colour (9 colour) attached. Each folder bearing IC No. from 1 to 545 on it in the manner that no number is repeated. (b) 95 folders of different colours as per the list of colours without displaying any IC No. on it. (c) Each folder should contain plastic pockets on both the inner sides. On LHS inner side 25% space from lower side should be left and 75% remaining space should have the said cover. On RHS Inner side, each folder should contain full plastic pocket.	Lowest quoted firm is to supply the item by 18.05.2014 positively
2.	Plastic pouch (As per sample)	1000 Nos.	Size 17x12.5 cm Pocket inside at both end 4.4 cm	-Do-
3.	Lamination Pouch	200 Nos	As per sample	-Do-

2. Samples may be seen at 2 pm on 9 May 2014. Quotation may be submitted by 12 May 2014 in General Procurement Branch, Room No. 408, 4th Floor, Parliament House Annexure, New Delhi-1.

Yours sincerely

Sd/-
(UNDER SECRETARY)