

(GENERAL PROCUREMENT BRANCH)

Ref. No. LAFEAS-GPB018(18)/34/2020-GPB

Dated: 05.08.2020

From

Rakesh Kumar Chhabra
Executive Officer

To

All Concerned

Subject: Procurement of Misc. Items for Lok Sabha Secretariat on urgent basis.

Dear Sir,

Lok Sabha Secretariat requires following items *Made of India* on urgent basis. The firms having their offices at Delhi / NCR and GST Number may quote the rate of items, as per the format given below.

Sl. No.	Name of item	Qty.	MRP/ if any	Name of Brand	Offer Rate	% of GST
1.	Spiral Binding Machine Wire 1 inch, good quality	2 Kg.				
2	Spiral Binding Machine Wire 1.5 inch, good quality	2 kg				
3	Spiral Binding Machine Wire 2 inch , good quality	2 kg				
4	Spiral Binding Machine Wire 2.5 inch , good quality	2 kg				
5	Spiral Binding Sheet Transparent, A-4 Size (100 sheet in one pkt),	10 Pkts				
6	Spiral Binding Sheet Coloured, A-4 Size (100 sheet in one pkt)	10 Pkts				
7	Duracell AA Battery	40 Nos.				

- The items are recurring items and the quantity mentioned is tentative. Procurement will be made on actual requirement basis.
- Rates should be quoted 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 specification or else appropriate action may be initiated against the firm.
- Firms are required to quote the items which are readily available in the market as the supply is required immediately or within two days after confirming the order.
- Quotation may be submitted either by hand in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi – 11 00 01 **by 07.08.2020 upto 1600 hrs.** addressed to the Executive Officer, General Procurement Branch or to the E-mail: **gpb-lss@sansad.nic.in.**

(RAKESH KUMAR CHHABRA)
EXECUTIVE OFFICER
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