

LOK SABHA SECRETARIAT

(GENERAL PROCUREMENT BRANCH)

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001
04.08.2022

F. No. LAFEAS-GPB021/14/2022-GPB

From

**Shalini Nayyar,
Executive Officer**

To

All Concerned

Subject: Quotation for Procurement of Bindery and Printing Papers Items for Rota-print/Bindery Store for the use of Lok Sabha Secretariat.

Dear Sir/Madam,

Lok Sabha Secretariat require following items as one time procurement. The dealing firms interested and having their offices at Delhi/NCR and Holder of GST Number may quote the rate of items as per following:

Sl. No.	Name of the item	Specification	Qty.	Brand	Offered rate (without GST)	% of GST extra (if any)
1.	Fevi Bond	100 ml. pack (Good Quality)	30 Nos.			
2.	Maida Lei-Readymade	Synthetic Gum 1packet =15 Kg. (Good Quality)	105 Kg.			
3.	Thread Reel No. 4*	1 Reel = 900 Mtrs. Length (Good Quality)	30 Nos.			
4.	Rexine -Dark Green*	1Roll of 50 Mtrs. Width -56" (Good Quality)	100 Mtrs.			
5.	Hard Board* 40 Oz	Weight 25 Kg. per bundle (minimum 20 sheets in each bundle) (Good Quality)	20 Bundle			

* Sample based item.

- The items mentioned above are recurring items and the quantity mentioned is tentative, procurement will be made on actual requirement basis.
- Procurement of the above mentioned items will be met after approval of the sample/quality. **The Firm is requested to submit the sample alongwith their Bid. Before quoting the rate of the items, firms may visit Rota Print Section (36, GRG Road, New Delhi Tel No. 23035567) to examine the sample and offer the rate for the same.**
- Rate should be quoted on F.O.R. basis free delivery at site and should be valid for a period of 90 days from the date of awarding the order.
- On award of contract/order, the selected firm is bound to supply the material as per requirement/specification. If the materials is found to be of a substandard (inferior quality)/substitute and not confirming to the required specifications, the bidders/firms will not have to replace the same with genuine ones but they are also liable to be blacklisted.
- Sealed Quotation with sample** may be submitted by hand in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi by **12th August, 2022 (upto 1800 hrs.)** addressed to the Executive Officer, General Procurement Branch, Parliament House Annexe, New Delhi – 110001. Quotation received after due date and without sample will not be considered.
- Lok Sabha Secretariat will have full and final authority to reject any/all offer(s) without assigning any reason thereof.

Yours faithfully,

Shalini
4/8/22

**(SHALINI NAYYAR)
EXECUTIVE OFFICER
Tel. No. 23034408/23034410**