

LOK SABHA SECRETARIAT  
(GENERAL PROCUREMENT BRANCH)

FAX: 23010756

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110001

No.8/Misc.-JRC/2017/GPB

Dated: 25.05.2017

From

Nagendra Suman  
Executive Officer  
General Procurement Branch

To

All concerned

Subject: Procurement of Shorthand notebooks.

Dear Sir/Madam,

Lok Sabha Secretariat require following item as one time procurement. The firms interested and having their offices at Delhi / NCR are requested may quote the rate of the item as per specifications and format given below on their own letter pad.

| Sl.no. | Name of the item  | Quantity  | M.R.P. | VAT(%) | Offered rate (Rs.) |
|--------|---|-----------|--------|--------|--------------------|
| 1.     | Shorthand Notebook (Reporters), size 20 <sup>1/2</sup> x12 <sup>1/2</sup> cms, 60 pages/30 sheets (as per sample) | 6000 nos. |        |        |                    |

2. Interested firms may examine sample of Shorthand Notebook on **Tuesday, 30.05.2017**. After selection, the firm quoting the lowest rate has to submit *Performance Security Deposit (PSD) @5%* of the order value in the form of Demand Draft in favour of "Drawing and Disbursing Officer, Lok Sabha" which will be released after getting successful supply.

3. Quotation in sealed envelope with the subject and addressed to the 'Deputy Secretary, General Procurement Branch, Lok Sabha Secretariat, Parliament House Annexe, New Delhi - 110001' may be submitted by hand in Room no.408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi latest **by 02.06.2017**.

  
25/5/17  
EXECUTIVE OFFICER

Tel.nos.23034408, 23034410





