

LOK SABHA SECRETARIAT

FAX:-23040756

PARLIAMENT HOUSE ANNEXE
(GENERAL PROCUREMENT BRANCH) NEW DELHI-110001

Ref. No. GPB018(11)/3/2019

Dated: 27.06.2019

From

Rakesh Kumar Chhabra
Executive Officer

To

All Concerned

Subject: Procurement of Leatherite Folders for Lok Sabha Secretariat.

Dear Sir,

Lok Sabha Secretariat require Leatherite Folders. The firms having their offices at Delhi / NCR and GST Number Holder may quote the rates of items, as per specifications in the format given below.

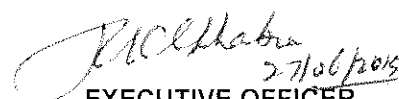
Sl. No.	Name of item	Specification of the item	Qty.	MRP, if any	Offer Rate	% of GST
1.	Leatherite Folders with metal bound corner	As per sample	20 Nos.			
2.	Leatherite Folders	As per sample	20 Nos.			

2. The quantity mentioned is tentative. Procurement will be made on actual requirement basis. Before quoting rates of the items, firms are requested to visit General Procurement Branch to examine the sample of above items on 28.06.2019 by 1600 hrs and offer the rate at the same time on their letter pad.

3. Rates should be quoted on 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.

4. On award of contract/order, the selected firm is bound to supply the material as per sample/requirement/specification or else appropriate action may be initiated against the firm.

5. Quotation may be submitted by hand in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi - 11 00 01 by 28.06.2019 upto 1600 hrs. addressed to the Executive Officer, General Procurement Branch.


27/06/2019
EXECUTIVE OFFICER
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