

LOK SABHA SECRETARIAT

F/ :23010756

PARLIAMENT HOUSE ANNEXE
(GENERAL PROCUREMENT BRANCH) NEW DELHI-110 001

Ref. No. GPB018(11)/5/2019

Dated: 29.11.2019

From

Rakesh Kumar Chhabra
Executive Officer
General Procurement Branch

To

All Concerned


Subject: Procurement of folders (as per sample) for Lok Sabha Secretariat.

Dear Sir,

Lok Sabha Secretariat require folders (as per sample). The firms having their offices at Delhi / NCR and GST Number Holder may quote the rate of item, as per format given below.

Sl. No.	Name of item	Specification of the item	Qty.	MRP, if any	Offer Rate	% of GST
1.	Executive Folder	As per sample	200 Nos.			

2. The quantity mentioned is tentative. Procurement will be made on actual requirement basis. Before quoting rate of the item, firms are requested to visit General Procurement Branch to examine the sample before 13 December 2019 and offer the rate.
3. Rate 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. Firms are requested not to submit their own sample.
5. 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 13.12.2019 upto 1600 hrs. addressed to the Executive Officer, General Procurement Branch.


(RAKESH KUMAR CHHABRA)
EXECUTIVE OFFICER
Phone No. 23034408