

LOK SABHA SECRETARIAT

Urgent Requirement

FA 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

(GENERAL PROCUREMENT BRANCH)

Ref. No. LAFEAS-GPB018(11)/3/2020

Dated: 24.01.2020

From

Rakesh Kumar Chhabra
Executive Officer

To

All Concerned

Subject: Procurement of Post-it-Pad (Large Size) for Lok Sabha Secretariat

Urgent Requirement

Dear Sir,

Lok Sabha Secretariat requires Post-it-Pad (Large Size). The firms having their offices at Delhi / NCR and GST Number may quote the rate of item, as per the format given below.

Sl. No.	Name of item	Qty.	Name of Brand	MRP, if any	Offer Rate	% of GST
1.	Post-it-Pad (Large Size), Colour - Yellow	100 Nos.				

- The quantity mentioned is tentative. Procurement will be made on actual requirement basis.
- 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.
- 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.
- Quotation may be submitted by hand in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi - 11 00 01 by 29.01.2020 upto 1600 hrs. addressed to the Executive Officer, General Procurement Branch.

RK Chhabra
24/01/2020

(RAKESH KUMAR CHHABRA)
EXECUTIVE OFFICER
PHONE NOS. 23034408/4410