

LOK SABHA SECRETARIAT

FAX: 23010756

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

Ref. No. LAFEAS-GPB018(18)/26/2020-GPB

Dated: 30.06.2020

From

Rakesh Kumar Chhabra  
Executive Officer

To

All Concerned


Subject: Procurement of Misc. Items for Lok Sabha Secretariat on urgent basis.

Dear Sir,

Lok Sabha Secretariat requires following items *Made of India* on urgent basis. The firms having their offices at Delhi / NCR and GST Number may quote the rate of items, as per the format given below.

Sl. No.	Name of item	Qty.	MRP/ if any	Name of Brand	Offer Rate	% of GST
1.	A-4 Size White Paper Envelope, 120 gsm	200 Nos.				
2	10 mm Wire for spiral binding machine	1 kg				
3	12 mm Wire for spiral binding machine	1 kg				
4	15 mm Wire for spiral binding machine	1 kg				

2. The items are recurring items and the quantity mentioned is tentative. Procurement will be made on actual requirement basis.
3. Rates should be quoted 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 specification or else appropriate action may be initiated against the firm.
5. Firms are required to quote the items which are readily available in the market as the supply is required immediately or within two days after confirming the order.
6. Quotation may be submitted either by hand in Room No. 408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi – 11 00 01 by 06.07.2020 upto 1600 hrs. addressed to the Executive Officer, General Procurement Branch or to the E-mail: [gpb-iss@sansad.nic.in](mailto:gpb-iss@sansad.nic.in).

  
(RAKESH KUMAR CHHABRA)  
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