

**LOK SABHA SECRETARIAT**

FAX: 23010756

(GENERAL PROCUREMENT BRANCH) PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110 001  
Dated: 17.03.2021

Ref. No. LAFEAS-GPB018(18)/32/2021-GPB

From  
Bhuvnesh Kala  
Under Secretary

To  
All Concerned

Subject: Procurement of Shorthand Note Book and Yellow Envelope for Lok Sabha Secretariat on urgent basis.

Dear Sir,

Lok Sabha Secretariat requires following items 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/ Brand if any	Offer Rate	% of GST
1.	Short hand note book, 30 pages in each note book (as per sample)	12000 Nos.			
2	Yellow Envelope laminated from inside (as per sample)	700 Nos.			

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. **All concerned are requested to quote the rates of items only after examining the samples available in General Procurement Branch. Quotations shall not be entertained if items had not been seen / examined for which an Undertaking for Sample Seen on Company Letter Head is to be submitted along with the quotation letter.**
5. On award of contract/order, the selected firm is bound to supply the material as per specification/sample **by 31.03.2021** or else appropriate action may be initiated against the firm.
6. Quotation may be submitted **by hand only in a sealed cover** in Room No. 408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi – 11 00 01 **by 25.03.2021 upto 1400 hrs.** addressed to the Under Secretary, General Procurement Branch. **Quotations submitted either through E-mail or any other means will not be accepted.**

  
17.3.21

(BHUVNESH KALA)  
UNDER SECRETARY  
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