

LOK SABHA SECRETARIAT
(General Procurement Branch)

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001

No. 021/4/2021-GPB

Dated: 27th May, 2021

From,

Rakesh Kumar Chhabra
Executive Officer

To

All Concerned

Subject: Procurement of various Bindery items Lok Sabha Secretariat.

Dear Sir,

Lok Sabha Secretariat require following items as one time procurement. The firms interested and having their offices at Delhi / NCR and Holder of GST Number may quote the rate of items as per specifications and format given below.

Sl. No.	Name of the item	Specification	Quantity	Offered Rate (per unit) (in Rs.)	% of GST
i.	Rexine - Dark Green	Good Quality	250 Mtrs		
ii	Coarse Cloth - White Colour	Good Quality	40 Mtr.		
iii.	Thread Reel No. 4	Good Quality	10 Reals		
iv.	Thread Ball Thin - White Colour	Cotton Good Quality	1200 Mtr		

2. Before quoting the rate of the items, firms are requested to visit Rotaprint/Bindery Section (Contact No. 23034283) to examine the sample of above items [item no. (i) to (iii)] on any working day between 1000 hrs. to 1700 hrs. and offer the rate after examining the sample.

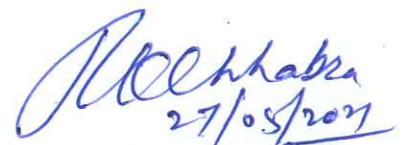
3. Procurement of the above mentioned item no. (iv) will be met after approval of the sample. The Firm is requested to show the same to Rotaprint/Bindery Section for selection.

4. The items mentioned above are recurring items and the quantity mentioned is tentative, Procurement will be made on actual requirement basis.

5. Rates should be quoted on F.O.R. basis (free delivery at site) and should be valid for a period of **60 days** from the date of awarding the order. *(Sixty days)*

6. 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.

7. Quotation may be submitted either by hand in sealed envelope in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi-110 001 by **14th June, 2021** addressed to the Executive Officer, General Procurement Branch, Parliament House Annexe, New Delhi-110001.


27/05/2021

Executive Officer

Phone No. 23034408/ 4410