

**LOK SABHA SECRETARIAT  
(GENERAL PROCUREMENT BRANCH)**

Ref. No. LAFEAS-GPB017(17)/2/2021-GPB

Dated: 14.07.2021

From

**Rakesh Kumar Chhabra  
Executive Officer**

To

**All Concerned**


Subject: Procurement of Neo Plastic Ring File for Lok Sabha Secretariat on urgent basis.

Dear Sir,

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

Sl. No.	Name of item	Qty.	MRP/ if any	Offer Rate	% of GST
1.	Plastic Neo Ring file, A-4, 16 mm, Model No. 307 (as per sample)	50 Nos			

- The item is recurring item and the quantity mentioned is tentative. Procurement will be made on actual requirement basis.
- Rates should be quoted F.O.R. basis (Free delivery at site) and should be valid for a period of 45 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/sample or else appropriate action may be initiated against the firm.
- Quotation may be submitted **either by hand** in a sealed cover in Room No. 408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi – 11 00 01 **by 15.07.2021 upto 1400 hrs.** addressed to the Executive Officer, General Procurement Branch or **through e-mail [gpb-lss@sansad.nic.in](mailto:gpb-lss@sansad.nic.in)**

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