

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

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

Dated: 16.07.2021

From

Rakesh Kumar Chhabra  
Executive Officer

To

**All Concerned**

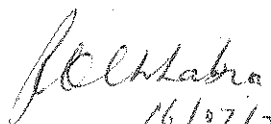
Subject: Procurement of Neo Plastic Ring File for for Lok Sabha Secretariat – Extension of time period reg.

Dear Sir,

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

Sl. No.	Name of item	Qty.	MRP, if any	Offer Rate	% of GST
1.	Plastic Neo Ring File, A-4, 16mm, Model No. 307	50 Nos.			

2. The quantity mentioned is tentative. Procurement will be made on actual requirement basis.
3. Rates should be quoted on 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. **The firm which had already submitted quotation is valid and need not to submit again.**
4. 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.
5. Quotation may be submitted either by hand in Room No. 408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi – 11 00 01 or by e-mail [gpb-iss@sansad.nic.in](mailto:gpb-iss@sansad.nic.in) by **19.07.2021 upto 1600 hrs.** addressed to the Executive Officer, General Procurement Branch.

  
16/07/2021  
**(RAKESH KUMAR CHHABRA)**  
**EXECUTIVE OFFICER**  
**PHONE NOS. 23034408/4410**