

LOK SABHA SECRETARIAT
(GENERAL PROCUREMENT BRANCH)

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001
Dated : 13th September, 2021

No. 021/16/2021-GPB

From

Rakesh Kumar Chhabra,
Executive Officer

To

All Concerned

Subject : Quotation for Procurement of various Bindery items for Lok Sabha Secretariat.

Dear Sir,

Lok Sabha Secretariat require following items as one time procurement. The dealing 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 | Brand Name, if any | Offered Rate (per unit) (in Rs.) | % of GST |
|---------|---|---|-----------|--------------------|----------------------------------|----------|
| 1 | Amyl Acetate (Chemical for cleaning Screen Printing Machine) | Good Quality with latest manufacturing date (1 Ltr. Bottle) | 5 Ltrs. | | | |
| 2 | Apron(for wearing during working on Screen Printing Machine) | Full Sleeves, Full length, in dark blue or black colour made of good quality cotton cloth | 5 Nos. | | | |
| 3 | Binding Cloth-Light Blue Colour | One roll of 20 mtrs. Good Quality | 300 Mtrs. | | | |
| 4 | Tread Reel No.4 | Glance White Cotton Thread 1 reel=900 Mtrs. Length | 30 Reels. | | | |

2. Before quoting the rate of the items, firms are requested to visit Rotaprint/Bindery Section, 36, GRG Road, behind PHA to examine the above said items on any working day and offer the rate after examining the sample.

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

4. Rates should be quoted on F.O.R. basis (free delivery at site) and should be valid (Ninety days for a period of 90 days from the date of awarding the order.

5. 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.

6. Quotation along with samples of quoted item may be submitted by hand in sealed envelope in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi-110 001 by 20th September, 2021 (upto 01.00 p.m.) addressed to the Executive Officer, General Procurement Branch, Parliament House Annexe, New Delhi – 110001.


13/09/2021
EXECUTIVE OFFICER
Phone No. 23034408/4410