

LOK SABHA SECRETARIAT

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001

No. 021/13/2021-GPB

Dated: 8th November, 2021

From,

R. K. Chhabra
Executive Officer
General Procurement Branch

To

All Concerned

Sub.: Quotation for procurement of the item Spiral Binding Wire (10 mm) for the use of Lok Sabha Secretariat.

Dear Sir/Madam,

Lok Sabha Secretariat require following item(s) 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 item(s) as per following:

Sl. No.	Details of the item	Quantity (in Unit)	Offered Rate (per Unit)	% of GST
1	Spiral Binding Wire - White 10 mm, good quality (as per sample)	20 Kgs.		

2. The quantity mentioned is tentative. Procurement will be made on actual requirement basis.

3. Procurement of the above mentioned item will be met after approval of the sample. **The Firm is requested to submit their Bid alongwith a sample of Spiral Binding Wire (sample about 10 cm. length). Quotation without sample may not be considered.**

4. Rates should be quoted on F.O.R. basis (free delivery at site) and should be valid 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 requirement/specification failing which; appropriate action may be initiated against the firm.

6. Quotation may be submitted by hand in sealed envelope in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi-110 001 by **12th November, 2021 (upto 1300 hours)** addressed to the Executive Officer, General Procurement Branch, Parliament House Annexe, New Delhi-110001.


8/11/2021

Executive Officer

☎: 23034408/ 4410