

LOK SABHA SECRETARIAT

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

No.LAFEAS-GPB017(13)/11/2022-GPB

Dated : 18.04.2022

From

Rakesh Kumar Chhabra
Executive Officer

To

All concerned

Subject :Procurement of 20 Bundles Hard Board(40 Oz)
[Weight 25 Kg.(1Bundle=Minimum 20 Sheets)]

Dear Sir/Madam,

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


Sl. No.	Name of the Item with specification	Quantity required	Rate(Rs.) MRP, if any Per Bundle	Offer Rate (in Rs.) Per Bundle	% of GST	Name of Brand
1.	Hard Board(40 Oz) [Weight 25 Kg. (1Bundle=Minimum 20 Sheets)]	20 Bundles				

2. The quantity mentioned is tentative. Procurement will be made on actual requirement basis. Before quoting rate and submission of Quotation, firms may examine the required Board/sample kept in Rota Print Section, 36, G.R.G. Road, behind PHA building. The Board must be quoted of the reputed Brand and without mentioning the brand name quotation will be rejected.

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

4. On award of contract/order, the selected firm is bound to supply the material as per Brand quoted by the firm and specifications of the Secretariat or else appropriate action may be initiated against the firm.

5. Sealed Quotation with sample of small piece of Board(at least half portion of A4 size) may be submitted by hand in GP Branch, Room No.408, 4th Floor, Parliament House Annexe by 21.04.2022 at 1600 hours addressed to the undersigned.


(RAKESH KUAMR CHHABRA)
EXECUTIVE OFFICER(GP)
GENERAL PROCUREMENT BRANCH,
NEW DELHI-110001
PHONES: 23034408/23034410