

LOK SABHA SECRETARIAT

(GENERAL PROCUREMENT BRANCH)

FAX:23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001

Dated : 17th May, 2022

F. No. LAFEAS-GPB017(15)/2/2022-GPB

From

Rakesh Kumar Chhabra,
Executive Officer

To

All Concerned

Subject : Quotation for Procurement of Catalogue Cards for Lok Sabha Secretariat.

Dear Sir,

Lok Sabha Secretariat require following item 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 as per specification 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	Catalogue Cards	(As per sample)	10000 Nos.			

2. Before quoting the rate of the item, firms are requested to visit General Procurement Branch, Room No. 408, 4th Floor, Parliament House Annexe, New Delhi to examine the above said item on any working day and offer the rate after examining the sample.

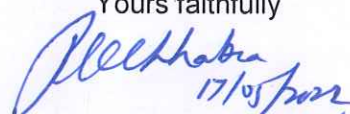
3. The item mentioned above is recurring item and the quantity mentioned is tentative; Procurement will be made on actual requirement basis.

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 sample 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 23th May, 2022(upto 1600 hrs.) addressed to the Executive Officer, General Procurement Branch, Parliament House Annexe, New Delhi – 110001.

Yours faithfully


17/05/2022

(RAKESH KUMAR CHHABRA)
EXECUTIVE OFFICER
Phone No. 23034408/4410