

LOK SABHA SECRETARIAT

(GENERAL PROCUREMENT BRANCH)

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

06.06.2022

F. No. LAFEAS-GPB018(11)/2/2022-GPB

From

K.C. Pandey,
Deputy Secretary

To

All Concerned

Subject : Quotation for Procurement of Envelops for the use of Lok Sabha Secretariat

Dear Sir/Madam,

Lok Sabha Secretariat required the following item as one time procurement. The dealing firms interested and having their office at Delhi/NCR and Holder of GST Number may quote the rate of items as per following:

Sl. No.	Details of the item	Quantity	Brand (if any)	Offered rate (without GST)	% of GST extra (if any)
1	Envelop (10"x5"x1.1/2") [As per sample]	10000 nos.			

2. Before quoting the rate of the item, the firms are requested to visit General Procurement Branch, Room No. 408, Parliament House Annexe, New Delhi Tel No. 23034408/23034410) 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. Rate 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 falling which; appropriate action may be initiated against the firm.
6. **Sealed Quotation with sample** may be submitted by hand in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi by **8th June, 2022(upto 1700 hrs.)** addressed to the Deputy Secretary, General Procurement Branch, Parliament House Annexe, New Delhi – 110001. Quotation received after due date and incomplete quotation will not be considered.

Yours faithfully,


6.6.2022
(K.C. PANDEY)

DEPUTY SECRETARY
Tel. No. 23035741/23034410