

**LOK SABHA SECRETARIAT**  
**(GENERAL PROCUREMENT BRANCH)**

FAX: 23010756

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110 001

Ref. No. LAFEAS-GPB018(18)/44/2022-GPB

Dated: 17.06.2022

From

Rakesh Kumar Chhabra  
Executive Officer

To

All Concerned


Subject: Procurement of Spiral Diary and Plastic Folder for Lok Sabha Secretariat.

Dear Sir/Madam,

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

Sl. No.	Name of item	Qty.	Name of Brand	MRP, if any	Offer Rate	% of GST
1.	Spiral Diaries	08 Nos.				
2.	Plastic Folder (button), CH107	10 Nos.				

2. The quantity mentioned is tentative. Procurement will be made on actual requirement basis.
3. Rates should be quoted on F.O.R. basis (Free delivery at site) and should be valid for a period of thirty days from the date of awarding the order.
4. On award of contract/order, the selected firm is bound to supply the material as per specification or else appropriate action may be initiated against the firm.
5. Quotation may be submitted either by hand in Room No. 408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi – 11 00 01 or by e-mail [gpb-lss@sansad.nic.in](mailto:gpb-lss@sansad.nic.in) by **20.06.2022 upto 1600 hrs.** addressed to the Executive Officer, General Procurement Branch.

  
(RAKESH KUMAR CHHABRA)  
EXECUTIVE OFFICER  
PHONE NOS. 23034408/4410