

LOK SABHA SECRETARIAT
(General Procurement Branch)

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

Room No. 408, Fourth Floor,
Parliament House Annexe,
New Delhi – 110001

Dated: 28.10.2022

L. No. GPB017(12)/3/2022 GPB

From
Under Secretary
General Procurement Branch

To
All concerned

Subject: Procurement of 75000 oblong envelopes for Lok Sabha Secretariat

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure the following item on **urgent basis**. The firms/companies which have their Office in Delhi/NCR and GST Number may quote the rates/prices for the item as per the format given below:

Sl. No.	Description of item	Required Qty.	Offered rates per unit (in Rs.) Exclusive GST	GST Rate in percentage	Name of the Brand
1	Oblong Envelopes (White) Size 9½"x4½", Sunshine Printing Paper 80 GSM	75000			

* Sample Based

- The item mentioned above is recurring item and the quantity mentioned is tentative, procurement will be made on actual requirement basis. **Delivery of the item shall be made immediately or by 17/11/2022.**
- Firms may visit Rota Print Section (36, GRG Road, New Delhi Tel No. 23035567) to examine the sample and offer the rate for the same.
- Rate should be quoted on F.O.R. basis free delivery at site and should be valid for a period of 60 days from the date of awarding the order.
- On award of contract/order, the selected firm is bound to supply the material as per requirement/specification. If the material is found to be of a substandard (inferior quality)/substitute and not conforming to the required specifications, the bidders/firms will not have to replace the same with genuine ones but they are also liable to be blacklisted. **If the item is found to have been quoted price beyond MRP, the firm will be excluded from further bidding process.**
- Sealed Quotation with sample** may be submitted by hand in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi by 9th November, 2022 (upto 1500 hrs.) addressed to the Executive Officer, General Procurement Branch, Parliament House Annexe, New Delhi – 110001. Quotation received after due date and without sample will not be considered.
- Lok Sabha Secretariat will have full and final authority to reject any/all offer (s) without assigning any reason thereof.

Yours sincerely,


UNDER SECRETARY
Tel Nos 2303 4408