

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)/2/2022 GPB

From

Under Secretary  
General Procurement Branch

To

All concerned

**Subject: Procurement of 2000 Envelopes of Size 20.5cms x 14.2 cms 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	Envelopes 20.5cms x 14.2 cms	2000			

\* Sample Based

- The items mentioned above are recurring item and the quantity mentioned is tentative, procurement will be made on actual requirement basis. **Delivery of item shall be made immediately or by 9/11/2022.**
- Firms may visit **General Procurement Branch in Room No. 408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi** 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 materials 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, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi by **04.11.2022 (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