LOK SABHA SECRETARIAT

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

(GENERAL PROCUREMENT BRANCH)

Ref. No. LAFEAS-GPB018(11)/1/2023-GPB **Dated: 02.03.2023**

From

Executive Officer
General Procurement Branch

To

All Concerned

Subject: Procurement of **Spiral Note Book, Neelgagan, 5 in 1, No. 89 for Lok Sabha Secretariat .**

Dear Sir,

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

Sl.No.	Description of Toner Cartridges	Qty.	MRP, if any	Offer Rate in Rs.	% of GST
1	**Spiral Note Book, Neelgagan, 5 in 1, No. 89**	40 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 60 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 details mentioned above **within 2 days** or else appropriate action may be initiated against the firm.

5. Quotation may be submitted either by hand in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi – 110001 or by e-mail gpb-lss@sansad.nic.in **by 03.03.2023 upto 1500 hrs.** addressed to the Executive Officer, General Procurement Branch.

Shalini 2/3/23

EXECUTIVE OFFICER
PHONE NOS. 23034408/4410