

# LOK SABHA SECRETARIAT

FAX: 23010756

(General Procurement Branch)

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110 001

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

Dated: 23.11.2022

L. No. GPB18(16)/1/2022 GPB

From

Shalini Nayyar  
Executive Officer

To,

All concerned

**Subject: Framing of Photographs of Hon'ble President of India.**

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to laminate photographs (wooden lamination) of varying sizes 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 (nos. (in Rs.) Exclusive GST	GST Rate in percentage
1	Photograph of Hon'ble President of India of size 20"x16"	3		

- The item is procured on recurring basis as and when demand arises. Therefore, the rate of item should be valid for a minimum period of six months from the date of awarding the order.
- Prices should be quoted on F.O.D. [Destination basis (Free delivery at site)]. Delivery of item shall be made immediately from the date of Work Order.
- If work undertaken is found to be of a substandard (inferior quality)/substitute and not conforming to the required specifications, the bidders/firm will not only have to replace the same with genuine ones but they are also liable to be blacklisted.
- No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill.
- You are requested to submit quotation for the items mentioned above in Room No. 408, Parliament House Annexe, New Delhi under sealed cover OR by email at the address GPB-LSS@SANSAD.NIC.IN immediately or latest by 25/11/2022 (up to 1200 Hours). Quotations received after due date and incomplete quotation 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,

  
23/11/22

EXECUTIVE OFFICER  
Tel. Nos. 2303 4410