

**LOK SABHA SECRETARIAT**  
**(General Procurement Branch)**

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

**L. No. GPB017(17)/6/2022- GPB**

**Dated: 27.09.2022**

From

Shalini Nayyar  
Executive Officer

To,

All concerned

**Subject: Procurement of Stationery items.**

Sir/Madam,

I am directed to state the Lok Sabha Secretariat intend to procure Report Cover (Swing Clip RC601) (as per sample) and Butten Folder LF-SUN 12A4 (as per sample) on urgent basis. The firms/companies having their Offices in Delhi/NCR and GST Number may quote the rates/prices for the items 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	Report Cover (Swing Clip RC601) (as per sample)	200 Nos.		
2	Butten Folder LF-SUN 12A4 (as per sample)	200Nos.		

2. The items are procured on recurring basis as and when demand arises. Therefore, the rate of items should be valid for a minimum period of 60 (Sixty days) from the date of awarding the order.
3. Prices should be quoted on F.O.D. [Destination basis (Free delivery at site)]. Delivery of items shall be made immediately or within a day from the date of Work Order.
4. You are requested to submit quotation either by hand above in Room No. 408, Parliament House Annexe, New Delhi or by e-mail GPB-LSS@SANSAD.NIC.IN immediately or latest by 28/09/2022 (up to 1600 Hours). Quotations received after due date and incomplete quotation will not be considered.
8. Lok Sabha Secretariat will have full and final authority to reject any/all offer (s) without assigning any reason thereof.

Yours sincerely,

*Shalini*  
22/9/22

EXECUTIVE OFFICER

Tel. Nos. 2303 4408

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OSUN  
LF-SUN 12A4