

**LOK SABHA SECRETARIAT**

FAX: 23010756

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110 001

No. 021/2/2022-GPB

Dated: 23<sup>rd</sup> March, 2022

From,

**Rakesh Kumar Chhabra**  
Executive Officer  
General Procurement Branch

To

All Concerned

**Subject: Quotation for Procurement of various Bindery items for the use of Lok Sabha Secretariat.**

Dear Sir/Madam,

Lok Sabha Secretariat require following item(s) as one time procurement. The dealing firms interested and having their offices at Delhi / NCR and Holder of GST Number may quote the rate of item(s) as per following:

Sl. No.	Details of the item	Quantity (in Unit)	Brand	Offered Rate (without GST)	% of GST extra (if any)
1.	<b>Binding Cloth</b> Colour: 200 mtr. - Light Green 100 mtr. - Red 1 Roll of 20 Mtrs, width-44", (Good Quality from reputed Brand)	300 Mtrs		₹ ..... per mtr.	
2.	<b>Thread Reel No. 2</b> - Colour - White Length 915 Mtrs. approx (Good Quality)	20 Pieces		₹ ..... per piece	
3.	<b>Reducer</b> for screen printing 1000 ml. per bottle (Good Quality) with latest manufacturing date is essential	06 Bottles		₹ ..... per bottle	

- The items mentioned above are recurring items and the quantity mentioned is tentative, Procurement will be made on actual requirement basis.
- Procurement of the above mentioned items will be met after approval of the sample/quality. The Firm is requested to submit the sample alongwith their Bid. Before quoting the rate of the items, firms may visit Rota Print Section (36, GRG Road, New Delhi ☎: 23035567) to examine the sample and offer the rate for the same.
- Rates should be quoted on F.O.R. basis (free delivery at site) and should be valid for a period of **90 days** from the date of awarding the order.
- On award of contract/order, the selected firm is bound to supply the material as per sample/requirement/specification failing which; appropriate action may be initiated against the firm.
- Sealed Quotation with sample** may be submitted by hand in Room No. 408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi-110001 by **25<sup>th</sup> March, 2022 (upto 1300 hours)** addressed to the Executive Officer, General Procurement Branch, Parliament House Annexe, New Delhi-110001. Quotation 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.

*Rakesh Chhabra*  
23/03/2022  
Executive Officer  
☎: 23034408/ 4410