

**LOK SABHA SECRETARIAT
(GENERAL PROCUREMENT BRANCH)**

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

L. No. 018(18)/62.2021-GPB

Dated: 27.07.2021

From

**Bhuvnesh Kala
Under Secretary**

To,

(All concerned)

Subject: Quotation for supply of Sheet Protector, A 4 size to Lok Sabha Secretariat.

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure **A4 size Sheet Protectors** on urgent basis. The firms/companies having their Offices in **Delhi/NCR and GST Number** may quote the rate for the item as per the format given below:

Description of item	Required Qty.	MRP per Unit (in Rs.)	Offered rate per unit (in Rs.)	GST Rate in percentage
Sheet Protector, A4 size, Mars brand, Item No. SP-150	05 packets (each packet contains 50 Sheets)			

2. **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 90 (ninety 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 from the date of Work Order.**
4. Items to be supplied should be genuine, sealed and current year manufacturing. If any item is found to be of a substandard (inferior quality)/substitute and not conforming to the required specifications, the bidders/firms will not only have to replace the same with genuine ones but they are also liable to be blacklisted.
5. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill.
6. You are requested to submit quotation for the item mentioned above in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover or through **e-mail GPB-LSS@SANSAD.NIC.IN immediately or latest by 28.07.2021 (up to 1500 Hours)**. Quotation received after due date and incomplete quotation will not be considered.
7. 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

mars

FILES & FOLDERS

CRYSTAL CLEAR

PRO

A/4

Size	Item No.	Pcs.	Mark	Size	Item No.	Pcs.
A/4	SP-30	100		F/S	SP-30	100
	SP-50	50			SP-50	50
	SP-100	50			SP-100	50
	SP-150	50	✓		SP-150	50
	SP-200	50			SP-200	50
	SP-300	25			SP-300	25

