

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

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

L. No. 017(16)/2/2022-GPB

Dated: 14.07.2022

From

**Shalini Nayyar
Executive Officer**

To,

(All concerned)

Subject: Supply of oblong envelopes to Lok Sabha Secretariat on urgent basis.

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure oblong envelopes (as per sample) on urgent basis. The firms/companies having their Offices in **Delhi/NCR and GST Number** may quote the rates for the item as per the format given below:

Description of item	Required Qty.	Offered rate per unit (in Rs.) exclusive of GST	GST Rate in percentage
White Oblong Envelope, Dimension - 9 ½ Inch x 4 ½ Inch, Flap size-1 ½ Inch, 80 GSM in Super Sunshine Printing Paper (without printing) (as per sample)	20,000 nos.		

2. Bidders are required to examine the sample of envelope in **General Procurement Branch, Room No. 408, Lok Sabha Secretariat (Phone No. 2303 4408/4410)**. Item, for which rates to be quoted, should be similar to the sample available with the General Procurement Branch in terms of material, quality, colour, shade, size/dimension, etc.

3. You are requested to submit quotation for the item **(after examining the sample)** in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover **immediately through 'BY HAND' latest by 15 July, 2022 (up to 1500 Hours)**. Quotations received after due date and incomplete quotation will not be considered.

4. Prices should be quoted on F.O.D. [Destination basis (Free delivery at site)]. **Delivery of item shall be made immediately.**

5. Item (s) to be supplied should be genuine and packed properly in boxes. 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.

6. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill.

7. Lok Sabha Secretariat will have full and final authority to reject any/all offer(s) without assigning any reason thereof.

Yours sincerely,

Sd/-

**EXECUTIVE OFFICER
Tel. Nos. 2303 4408
2303 4410**

IMAGE OF ITEM

