

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

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

L. No. 18/1/2022-GPB

Dated: 24.01.2022

From

**Rakesh Kumar Chhabra  
Executive Officer**

To,

**(All concerned)**

**Subject: Supply of A4 size Document Bags to Lok Sabha Secretariat.**

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to **procure 20 units A4 size Document Bags** 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	Warranty Period
<b>Handcuffs A4 Document Bags Waterproof Portfolio Organizer Zipper Case Professional File Folders Bag for Certificates &amp; Documents (Grey Colour) (IMAGES OF BAGS ATTACHED)</b>	20 nos.			

2. **The item (s) is/are procured on recurring basis as and when demand arises. Therefore, the rates of item (s) 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.**

4. Items to be supplied should be genuine and sealed. 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 **immediately through 'BY HAND' or through e-mails at GPB-LSS@SANSAD.NIC.IN latest by 25 January, 2022 (up to 1300 Hours)**. Quotations 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,

**Sd/-**

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

## IMAGES AND MEASUREMENT OF ITEM





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