

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

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

L. No. 017(16)/6/2022-GPB

Dated: 22.08.2022

From

**Shalini Nayyar
Executive Officer**



To,

(All concerned)

Subject: Supply of envelopes and other items to Lok Sabha Secretariat on urgent basis.

Sir/Madam,

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

Sl. No.	Description of item	Required Qty.	Offered rate per unit (in Rs.) exclusive of GST	GST Rate in percentage
1	Good Quality Yellow Colour inner side Laminated Envelopes, Sizes (Length – 16 Inch x Breadth- 12 Inch) Top Slide Opening	700 nos.		
2	White Envelopes (Super Sunshine Paper), Sizes (Length – 13 Inch x Breadth- 10 Inch), 120 GSM, Top Slide Opening, Top Flap- 2 Inch	2000 nos.		
3	White Window Envelope, Dimension - 9 ½ Inch x 4 ½ Inch, Flap size-1 ½ Inch, 80 GSM	2,000 nos.		
4	Polycarbonate Trolley Bags/Suitcase (Minimum size – 55 cm x 36 cm x 20 cm) (American Tourister)	01 no.		
5	Letter Punch Set Carbon Steel Letters consist of A to Z (letter size-6.0 or 7.0 mm)	01 set (26 letters)		
				
6	Peen iron hammer (Size – head weight approx. 700 gm to 1000 gm with one foot handle)	01 no.		
				

2. You are requested to submit quotation for the items in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover **immediately through 'BY HAND' or e-mail at GPB-LSS@SANSAD.NIC.IN latest by 22 August, 2022 (up to 1500 Hours)**. Quotations received after due date and incomplete quotation will not be considered.
3. Prices should be quoted on F.O.D. [Destination basis (Free delivery at site)]. **Delivery of items shall be made immediately.**
4. 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.
5. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill.
6. 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
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