

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

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

L. No. GPB030(12)/11/2022-GPB

Dated: 30.11.2022

From

**Rakesh Kumar Chhabra**  
**Under Secretary**

To,

**(All concerned)**

**Subject: Quotation for Jute bags Orange Colour to Lok Sabha Secretariat.**

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure **Jute bags Orange Colour**. The complete specification along with quantity of items to be procured is at **Annexure**.

2. The firms/companies having their Offices in **Delhi/NCR and GST Number** may quote the rates/prices for the items mentioned at **Annexure** under sealed cover through **BY HAND immediately or latest by 02<sup>nd</sup> December, 2022(up to 1500 Hours) in Room No. 408, Parliament House Annexe, Lok Sabha Secretariat, New Delhi**. Quotation received after due date and incomplete quotation will not be considered.

3. **All concerned are requested to quote rates of Jute Bags only after examining the samples available in GPB before quoting the rates. Samples of Jute Bags from Sellers are not required.**

4. **The required quantity of Quoted item must be supplied by the firm on 05.12.2022 positively.**

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

6. 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.

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

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

Yours sincerely,

**SD/-**  
**UNDER SECRETARY**  
**Tel. Nos. 2303 4408**  
**2303 4410**

**ANNEXURE**

<b>Sl. No.</b>	<b>Item Name</b>	<b>Description of items</b>	<b>Quantity</b>	<b>Price Range.</b>	<b>Officer Rate per unit (in Rs.) Exclusive of GST</b>	<b>GST %.</b>
1	Jute Bag	Jute Orange Colour Bag (as per sample) with shoulder strap, Pocket - 3, Length - 12 Inch, Height - 15 Inch and Width - 4 Inch <b>with printing of logo of Parliament and PRIDE</b>	500 nos.	Rs. 160/- to Rs. 170/-		

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**Note: Items are required immediately.**

**Signature of the bidder with seal**  
**Name of the Authorized Signatory.....**  
**Designation.....**  
**Name of the firm.....**  
**Full Address.....**  
.....  
**Contact No.....**

**1. Jute Bag in Orange colour**

