

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

Ref. No. LAFEAS-GPB018(18)/51/2021-GPB

Dated: 02.07.2021

From

**Bhuvnesh Kala
Under Secretary**

To

All Concerned

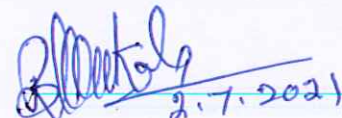
Subject: Procurement of Plastic folder, paper folder and envelopes for Lok Sabha Secretariat **on urgent basis.**

Dear Sir,

Lok Sabha Secretariat requires following items on urgent basis. The firms having their offices at Delhi / NCR and GST Number may quote the rate of items, as per the format given below.

Sl. No.	Name of item	Qty.	MRP/ if any	Offer Rate	% of GST
1.	Plastic folder, Solo, RC-601 with printing of PH Logo	100 Mtr.			
2	Paper Folder (as per sample)	100 Nos.			
3	Brown Envelope laminated from inside (as per sample)	300 Nos.			
4	Yellow Envelope laminated from inside (as per sample)	300 Nos.			

2. The items are recurring items and the quantity mentioned is tentative. Procurement will be made on actual requirement basis.
3. Rates should be quoted F.O.R. basis (Free delivery at site) and should be valid for a period of 90 days from the date of awarding the order.
4. On award of contract/order, the selected firm is bound to supply the material as per specification/sample or else appropriate action may be initiated against the firm. Before quoting the rates of items, all concerned are requested to examine the samples of items available in General Procurement Branch.
5. Quotation may be submitted **either by hand** in a sealed cover in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi – 11 00 01 **by 05.07.2021 upto 1600 hrs.** addressed to the Under Secretary, General Procurement Branch **or through e-mail gpb-lss@sansad.nic.in**


2.7.2021

**(BHUVNESH KALA)
UNDER SECRETARY
PHONE NOS. 23034408/4410**