

LOK SABHA SECRETARIAT
(General Procurement Branch)

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

No. 7/11/GPB/2014

Dated 12th September, 2014

From

K.C. Pandey,
Under Secretary
General Procurement Branch

To

All Concerned

Subject:- Procurement of Handmade Envelopes, Folders and Letterheads.

Sir/Madam,

I am directed to state that the following items are proposed to be purchased by Lok Sabha Secretariat Immediately:-

Sl. No.	Name of Item	Quantity
1.	Handmade folder (medium) set of (folder, envelopes and letterhead) with printing (as per sample)	1000 set
2.	Handmade folder (large) set of (folder, envelopes and letterhead) with printing (as per sample)	1000 set

2. Bidders are requested to examine the sample of above items in General Procurement Branch, Room No. 408, Lok Sabha Secretariat (Ph no. 23034408, 23034410) between 1500 hrs to 1700 hrs on all working days before quoting the rates. Quotations for the above items have to be submitted in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover **immediately or latest by 22nd September, 2014 by 1500 hours.** Quotations received after that date will not be considered.

3. The rates quoted by the firms should be valid for a minimum period of 60 days from the date of opening of quotation.

4. Quotation should be comprised of (i) Price of Items (**rate should not be inclusive of VAT/ST**); (ii) Rate of VAT/ST, if any (**Should be quoted separately**); (iii) Warranty and Warranty Period; (v) Validity of Rates; and (vi) Terms of Delivery. **Incomplete and conditional quotations shall summarily be rejected.**

5. They are also required to give an undertaking (**Annexure**) to the effect that the items for which rates are quoted by them are identical/similar to those seen in the General Procurement Branch in terms of **unit, brand/make /colour/shade, quality size and weight.**

6. Selected bidder will have to make delivery of items within 10 days from the day of receipt of Purchase Order.

7. In case a firm, after quoting the price, declines to supply the item for which they have quoted rate, the name of such a firm is likely to be **BLACKLISTED.**

Yours sincerely,

UNDER SECRETARY

UNDERTAKING

From

M/s.
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.....

To

Under Secretary,
General Procurement Branch
Lok Sabha Secretariat,
Parliament House Annexe,
New Delhi-110001.

Dear Sir/Madam,

This is to inform that I / we have physically examined the samples on of the items for which I/ we have quoted our rates. In case of the tender going in our favour, I/we agree to supply the items as per the samples examined (in terms of quality/ colour/shade/make /weight/ size, etc.)

Yours faithfully,

(Signature of the Tenderer)

Name:

Designation with Seal of the Firm

Date: