

**LOK SABHA SECRETARIAT**  
**GENERAL PROCUREMENT BRANCH**

No. 7/68/2013/GPB

Dated 19<sup>th</sup> November, 2013

From

K.C. Pandey,  
Under Secretary  
General Procurement Branch

To

All Concerned

**Subject:- Procurement of Press Clipping Folders, Green Sheets and Plastic Jackets.**

Sir,

The under mentioned items are required by this Secretariat, as per details given below:-

Sl. No.	Name of Items	Specification	Req. Quantity
1.	Press Clipping Folders with Printing	3200 nos. with Green Spine for English clippings and 800 nos. with Red Spine for Hindi clipping	4000 nos.
2.	Plastic jackets	As per Sample	2000 nos.
3.	Green Sheet	As per Sample	5000 sheets

1. You are therefore, requested to submit your rate of the above items immediately or latest by **29 November, 2013**.
2. **Firms are requested to examine the samples available in this Branch and quote their rate.**
3. Quotation received after due date will not be entertained.
4. Quotations should be addressed to the Under Secretary (GP), Room No. 408, Parliament House Annexe, Lok Sabha Secretariat, New Delhi-110001.

Sd/-  
**(UNDER SECRETARY)**