

LOK SABHA SECRETARIAT
(General Procurement Branch)

Ref. No.8/MP/16th LS/2014/GPB

Dated 18.07.2014

From

K.C. Pandey
Under Secretary

To

All Concerned

Subject: Procurement of Leather Cover as wallet type.

Sir,

Lok Sabha Secretariat requires Leather Cover of best quality (as wallet type). All the firms are requested to submit their quotation as per format with the following terms & conditions given:

Sl. No.	Name of the item	Qty.	Rate	VAT (if any)	Remarks
1	Leather Cover as wallet type	545			Embossed with the name of MP
2.	Leather cover as wallet type	745			Without embossing

- (a) Rate should be valid for the full term of 16th Lok Sabha i.e. for 5 years.
 - (b) Rs. 5000/- as an EMD is to be deposited in favour of DDO, Lok Sabha with the tender which will be released after finalization of the tender.
 - (c) Best samples of pure leather cover (identical to the sample available with General Procurement Branch and wallet size) are to be submitted with the tender. Without sample, tender will not be accepted. Raw material of the leather will also not be accepted.
 - (d) Rate should be inclusive of embossing of name of the Members.
 - (e) Percentage of VAT should be mentioned separately.
 - (f) PSD is to be deposited by the lowest quoted firm after finalization of the tender @ 5% of the tender value in the name of DDO, Lok Sabha which will be released after satisfactory supply of the item.
 - (g) Payment will be made only after satisfactory supply of the item.
 - (h) Typed tender letter without overwriting will be accepted.
 - (i) Sample may be seen in Room No. 410, General Procurement Branch from 10-6 pm on any working day. For the purpose, Shri R.C. Sharma, Deputy Secretary, Phone No. 23034410 may be contacted.
2. Quotation letter is to be submitted by hand as per format given above by 30 July 2014 in General Procurement Branch, Room No. 408, 4th Floor, Parliament House Annexe, New Delhi-110001.

Yours sincerely

Sd/-
UNDER SECRETARY
Phone No. 23034410