

**LOK SABHA SECRETARIAT**  
**(General Procurement Branch)**

**TENDER ENQUIRY**

No.8/Misc./2/2012/GPB

Dated 24.04.2012

From

R.C. Sharma,  
Under Secretary  
General Procurement Branch

To

All the concerned

Subject: Preparation of Mementos.

Dear Sir,

Mementos are presented to the retiring officers of Lok Sabha Secretariat as a mark of respect. The same is required on actual basis.

2. The firms which are interested to prepare and supply the same are requested to visit General Procurement Branch for examining the sample available with the Branch in the form of soft copy.

3. Firms are also requested to quote the rate only after examining the sample and provide some sample of good quality for approval.

4. On the basis of approved sample, the firm has to enter into an agreement with Lok Sabha Secretariat for three years to prepare the memento as required on actual basis.

5. For the preparation and supply of the memento, five to fifteen days time will be given.

6. Last date of the submission of the sample is 18.05.2012.

Yours sincerely

**Sd/-**

(R.C. Sharma)

Phone No. 23035437