

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

**No. 8/P&PBI/2016-17/GPB**

**Dated 25.11.2016**

**From**

**K.C. Pandey,  
Deputy Secretary**

**To**

All Concerned

**Subject:** Limited tender for procurement of Paper & Paper Based Stationery Items to Lok Sabha Secretariat on Annual Rate Contract.

Sir/Madam,

This Secretariat intends to procure paper & paper based stationery items on rate contract basis. The approximate value of annual procurement is Rs. 4 lakh. Accordingly, quotations are invited from the firms having their offices at Delhi/NCR only and dealing in such type of items.

2. The limited tender document consists of (i) instructions to the bidders; (ii) Terms & Conditions; (iii) Documents / Certificates to be submitted with the bid; (iv) Schedule of Rates. The tender document can be downloaded from [www.loksabha.nic.in](http://www.loksabha.nic.in). Bidders are requested to go through the instructions to the bidders and terms & conditions contained in the tender document.

3. The last date for submission of the bids / quotations is **05.12.2016** (1500 hrs).

**Yours sincerely,**

**Sd/-**

**DEPUTY SECRETARY**

**Phone No. 23034408/4410**

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