

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

No.: 8/Misc./2014/GPB

Dated : 09.05.2014

From

Under Secretary  
General Procurement Branch

To,

All Concerned

Subject: Procurement of velvet boxes.

Sir,

Lok Sabha Secretariat procures various gift items for which velvet boxes as per specifications given below are required to keep the gift items.

Sl. No.	Name of the item	Size of the gift item	Size (lxbxh) of the velvet box to be procured (inch)
1.	Velvet Box in Green Colour with the best quality of velvet	7 inch dia	8x8x2
2.		6 inch dia	7x7x1.5
3.		8 inch x 11 inch	11.5x8.5x2.5
4.		5 inch x 7 inch	7.5x5.5x3
5.		9 inch dia.	10x10x1.75
6.		12 inch dia	13x13x2
7.		15 inch dia	16x16x2
8.		11 inch x 1.5 inch	11x1.5
9.		6.5 inch x 1.25 inch	6.5x1.25
10.		15 inch high	17x9.5
11.		12 inch high	14x7
12.		9 inch high	11x9
13.		7 inch high	8x8
14.		5 inch high	6x6
15.		15x13x2 inch	15x13x2

2. All the firms are requested to submit the quotation of velvet box by hand as per specification provided at column 4 above by 2 June 2014 in General Procurement Branch, Room No. 408, Parliament House Annexe.
3. Rate should be valid for a period of one year from the date of signing the Rate Contract Agreement.
4. Successful bidders will have to deposit PSD @ 5% of the total value of the contract in the form of Demand Draft in favour of DDO, Lok Sabha.

Yours faithfully,

Sd/-

**UNDER SECRETARY**  
Phone No. 2303 4410