

LOK SABHA SECRETARIAT

(General Procurement Branch)

FAX: 23010756

Most Immediate
PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

No. 017(18)/2/2020-GPB

Dated: 20.01.2020

From,
Bhuvnesh Kala
Executive Officer
To
All Concerned

Subject : Procurement of Writing & Erasing Items on urgent basis.

Dear Sir,

Lok Sabha Secretariat require following item as one time procurement. The firms interested and having their offices at Delhi / NCR and are GST Number holders may quote the rate of items as per specifications and format given below.

Sl. No.	Name of the item with Specification	Quantity	Brand Name	Rate (Rs.) MRP	Rate (Rs.) Offered (per unit)	% of GST	Total Cost (per unit) (Colum 6+7)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
01.	Pencil - Red Colour	100 nos.					
02.	Pencil - Blue Colour	100 nos.					
03.	Sketch Pen - Red Colour	240 nos.					
04	Sketch Pen - Blue Colour	240 nos.					

2. Bidder must agree that in case of incomplete or defective supply or the supply is not completed in time, the Secretariat reserves the right to cancel the supply order with suitable penalty.
3. Quotation may be submitted **by email** or by hand in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi-110001 by **21th January, 2020 (upto 1700 hrs.)** addressed to the Executive Officer, General Procurement Branch, Room No. 408, Parliament House Annexe, New Delhi-110001.

Yours faithfully,


Executive Officer
Phone No. 23034410
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