

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

Room No. 408, Fourth Floor,  
Parliament House Annexe,  
New Delhi-110001

L. No. 017(15)/15/2021-GPB

Dated: 24.11.2021

From

**K.C. Pandey  
Deputy Secretary**

To,

(All concerned)

**Subject: Quotation for supply of stationery and other items to Lok Sabha Secretariat.**

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure STATIONERY AND OTHER ITEMS on urgent basis. The firms/companies have their Offices in **Delhi/NCR and GST Number** may quote the rates/prices for the items as per the format given below:

Sl. No.	Name of items	Quantity	Offered rates per unit (in Rs.) Exclusive GST	GST Rate in percentage
1.	Natraj Hexagonal Pencils, HB 621	200 nos.		
2.	Pens-V5 Pilot Hi-Techpoint - Blue	60 nos.		
3.	Pens-V5 Pilot Hi-Techpoint - Red	63 nos.		
4.	Pens-V5 Pilot Hi-Techpoint - Blue	30 nos.		
5.	Ball Pens (Elkos Orio)	1,000 nos.		
6.	Yellow Dusters, size – 36 x 36 inch	10 nos.		
7.	White Dusters, size – 36 x 36 inch	10 nos.		
8.	Stapler Kangaro, Model No. HD 45	06 nos.		
9.	Stapler Kangaro, Model No. HD 10 D	06 nos.		
10.	Dettol Disinfectant Skin & Surface Wipes (80 wipes in one packet)	20 Packets		

2. **The item is procured on recurring basis as and when demand arises. Therefore, the rate of item should be valid for a minimum period of 90 (ninety days) from the date of awarding the order.**

3. Prices should be quoted on F.O.D. [Destination basis (Free delivery at site)]. **Delivery of items shall be made immediately from the date of Work Order.**

4. Items to be supplied should be genuine and sealed. If any item is found to be of a substandard (inferior quality)/substitute and not conforming to the required specifications, the bidders/firms will not only have to replace the same with genuine ones but they are also liable to be blacklisted.

5. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill.

6. You are requested to submit quotation for the item mentioned above in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover or through **e-mail GPB-LSS@SANSAD.NIC.IN immediately or latest by 25 November, 2021 (up to 1500 Hours)**. Quotations received after due date and incomplete quotation will not be considered.

7. Lok Sabha Secretariat will have full and final authority to reject any/all offer(s) without assigning any reason thereof.

Yours sincerely,

Sd/-

**DEPUTY SECRETARY  
Tel. Nos. 2303 4408**

