

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

FAX: 23010756

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110 001

F. No. LAFEAS-GPB017(15)/3/2022-GPB

22.06.2022

From

Rakesh Kumar Chhabra,  
Executive Officer

To

All Concerned

Subject : Quotation for Procurement of Pens and A-4 Label Sheet for Office of Hon'ble Speaker Lok Sabha.

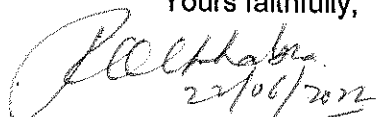
Dear Sir/Madam,

Lok Sabha Secretariat require following item as one time procurement. The dealing firms interested and having their offices at Delhi/NCR and Holder of GST Number may quote the rate of item as per following:

| Sl. No. | Details of the item   | Quantity   | Brand       | Offered rate (without GST) | % of GST extra (if any) |
|---------|---|------------|-------------|----------------------------|-------------------------|
| 1.      | Uni Ball Eye, Blue  | 30 Pieces  | Uni ball    |                            |                         |
| 2.      | A-4 Label Sheet ,<br>Oddy Labels<br>(100.01mmx44.15mmx12)<br>(As per sample attached) | 05 Packets | Oddy Labels |                            |                         |

2. The item mentioned above is recurring item and the quantity mentioned is tentative, procurement will be made on actual requirement basis.
3. Procurement of the above mentioned item will be met after approval of the sample/quality. The Firm is requested to submit the sample alongwith their Bid. Before quoting the rate of the item, firms may visit General Store Branch (16 B Basement, PHA, New Delhi Tel No. 23035496) to examine the sample and offer the rate for the same.
4. Rate should be quoted on F.O.R. basis free delivery at site and should be valid for a period of 30 days from the date of awarding the order.
5. On award of contract/order, the selected firm is bound to supply the material as per requirement/specification. If the materials is found to be of a substandard (inferior quality)/substitute and not confirming to the required specifications, the bidders/firms will not have to replace the same with genuine ones but they are also liable to be blacklisted.
6. **Sealed Quotation with sample** may be submitted by hand in Room No. 408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi by **23rd June, 2022 (upto 1400 hrs.)** addressed to the Executive Officer, General Procurement Branch, Parliament House Annexe, New Delhi – 110001. Quotation received after due date and without sample 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 faithfully,

  
(RAKESH KUMAR CHHABRA)  
EXECUTIVE OFFICER  
Tel. No. 23034408/23034410