

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

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

L. No. 8/1/2014/GPB

Dated: 12.03.2014

**From
K.C. Pandey
Under Secretary**

**To,
(All Concerned)**

Subject: Quotation for supply of Parker Pen sets to Lok Sabha Secretariat.

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure **550 Parker Pen Sets consisting of one Parker Jotter Standard CT Ball Pen Black Body and one Parker Beta Premium Gold Ball Pen in a case** as in Annexure-II with the logo of Parliament of India.

2. You are requested to submit quotation for the above items in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover **immediately or latest by 2nd April 2014**. Quotation received after due date and incomplete quotation will not be considered.

3. Detailed terms and conditions of the tender are at **Annexure-I**.

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

Yours sincerely,
SD/-
UNDER SECRETARY
Tel. Nos. 2303 4408
2303 4410

**TERMS AND CONDITIONS FOR SUPPLY OF PARKER PENS TO
LOK SABHA SECRETARIAT**

1. Bidder should be an Indian company/firm engaged in supply of stationery item and having its Office (Head Office/ Regional/Branch Office) in Delhi/NCR.
2. Bidders are requested to quote the rates of the items as mentioned in the letter. Quotation submitted other than the items as mentioned in the letter will be summarily rejected.
3. Bidder should not have been blacklisted by the Departments/Ministries of the Government of India/PSUs and for the same an undertaking is required to submit on the letter head of the bidder.
4. The rates/prices should be quoted in Indian Rupees only in words as well as figures. Excise duty, sales tax, VAT, packing, forwarding, etc., as applicable should be quoted separately.
5. The bid shall remain valid and open for acceptance for a period of 60 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.
6. Prices should be quoted on F.O.D. [Destination basis (Free delivery at site)].
7. Supply will not be accepted through courier and any other means.
8. The Earnest Money Deposit (EMD) @2% of the bid value should be in the form of Demand Draft/Banker's Cheque drawn in favour of Drawing and Disbursing Officer, Lok Sabha. Tender received without EMD or EMD for lesser amounts will be summarily rejected. **However, firms which are registered with LSS are exempted from furnishing bid security (Earnest Money Deposit).** The EMD in respect of the bidders/firms, which is/are not selected, shall be returned to them within 30 days without any interest after finalization of tender. However, EMD in respect of successful bidder will be released after effecting supply of items. EMD will be forfeited if the bidders withdrew after submission of the bids or opening of the tenders.
9. Quotations of firms received in the format prescribed in **Annexure-II** of enquiry letter shall be considered. Offers not received in prescribed format shall be ignored and no correspondence, in this regard, will be entertained. Sealed quotation should be superscribed as "**Quotation for supply of Parker Pen Sets to Lok Sabha Secretariat**". Quotations through Telegraphic/Telex/Fax/E-mail will not be accepted and ignored straightaway.
10. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill.

11. The quotations, complete in all respects, should be submitted in a prescribed form in a sealed envelope addressed to the **Under Secretary (GP), Lok Sabha Secretariat, Room No. 408, Parliament House Annexe, New Delhi** and must reach on or before **02.04.2014**.
12. If a firm violates any of these terms & conditions, it shall be blacklisted and its EMD shall be forfeited.
13. Lok Sabha Secretariat reserves the right to accept/reject any or all the tenders without assigning any reasons. No enquiry after submission of the quotation will be entertained.

**QUOTATION FOR SUPPLY OF PARKER PEN SETS TO
LOK SABHA SECRETARIAT**

Sl. No.	Name of the item	MRP	Offer Rate	VAT	Validity of the offer rate
1.	Parker Jotter Standard CT Ball Pen Black Body				60 Days
2.	Parker Beta Premium Gold Ball Pen				60 Days

Name of the firm

Signature of Proprietor of the firm

Date: _____