

LOK SABHA SECRETARIAT

FAX: 23016756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

(GENERAL PROCUREMENT BRANCH)

Ref. No.GPB018(18)/17/2019

Dated: 01.08.2019

From

Rakesh Kumar Chhabra
Executive Officer

To

All Concerned

Subject: Procurement of Bags and Pens for Lok Sabha Secretariat.

Dear Sir,

Lok Sabha Secretariat requires Bags and Pens on **Selection Basis** for the 64th Commonwealth Parliamentary Conference. The firms having their offices at Delhi / NCR and Holder of GST Number are requested to submit samples of Bags and Pens with the price-range in the format given below.

Sl. No.	Name of item	Price-Range (in Rs.)	Samples required	MRP, if any	Offer Rate	% of GST
1.	Leather / Leatherite Bags	1,000/- to 1,250/-	05 Nos.			
2.	Pens of Reputed Brands	150/- to 250/-	05 Nos.			

2. Procurement will be made on actual requirement basis which will be known later.
3. Rates should be quoted on F.O.R. basis (Free delivery at site) and should be valid for a period of ninety days from the date of awarding the order.
4. The supplier should ensure that the items will be readily available during the validity period.
5. On award of contract/order, the selected firm is bound to supply the material as per approved sample or else appropriate action may be initiated against the firm.
6. Samples of Bags and Pens may be submitted by hand in **Room No. 408, 4th Floor, Parliament House Annexe, New Delhi - 11 00 01** latest by **07.08.2019** upto 1500 hrs. addressed to the **Executive Officer, General Procurement Branch**.


EXECUTIVE OFFICER
Phone No. 23034410