

LOK SABHA SECRETARIAT
(General Procurement Branch)

Telegrams : LOKSABHA, NEW DELHI
FAX : 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

No. GPB017(18)/12/2019-GPB

Dated: 20.11.2019

From,
Bhuvnesh Kala
Executive Officer

To
All Concerned

Subject : Procurement of Writing & Erasing Items on urgent basis for the use of Conference Branch.

Dear Sir,

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

Sl. No.	Name of the item	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.	Sharpened Pencil	500 nos.					
02.	Pilot Pen	500 nos.					
03.	Pen Holder	30 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 **22th November, 2019 (upto 1500 hrs.)** addressed to the Executive Officer, General Procurement Branch, Room No. 408, Parliament House Annexe, New Delhi-110001.
4. Rates quoted may be valid for **3 months** from the date of this Purchase Orders.

Yours faithfully,


Executive Officer
Phone No. 23034410
23034408
gpb-lss@sansad.nic.in