

LOK SABHA SECRETARIAT
(General Procurement Branch)

Most Immediate

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

No. LAFEAS-GPB017(18)/4/2020

Dated: 26.02.2020

From,
Bhuvnesh Kala
Under Secretary

To
All Concerned

Subject : Procurement of Writing & Erasing Items on urgent basis.

Dear Sir,

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

Sl. No.	Name of the item with Specification	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.	Pen Stand single Pen with chain - Blue (As per sample) Good Quality from Reputed Brand	150 nos.					

- The Firm is requested to supply the item as per the sample. The sample may be seen in the Branch (Room No. 408, PHA).
- 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.
- Quotation may be submitted **by email** or by hand in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi-110001 by **28th February, 2020 (upto 1300 hrs.)** addressed to the Executive Officer, General Procurement Branch, Room No. 408, Parliament House Annexe, New Delhi-110001.

Yours faithfully,


Under Secretary

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