

LOK SABHA SECRETARIAT

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001

(General Procurement Branch)

Most Immediate

No. GPB017(18)/3/2021-GPB

Dated: 25.01.2021

From,
Rakesh Kumar Chhabra
Executive Officer

To
All Concerned

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

Dear Sir,

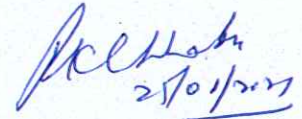
Lok Sabha Secretariat require following items as one time procurement. The firms interested and having their offices at Delhi / NCR and GST Number holders may quote the rate of items as per specifications and format given below.

Sl. No.	Name of the item with Specification	Quantity	Rate (Rs.) Offered (per unit)	% of GST
(1)	(2)	(3)	(4)	(5)
01.	Pens-V5 Pilot Hi-Tecpoint (Blue)	100 nos.		
02.	Pens-V5 Pilot Hi-Tecpoint (Red)	50nos.		
03.	Pens-V5 Pilot Hi-Tecpoint (Green)	50 nos.		
04	Disposable Pens – (Blue) (one time use)	1000 nos.		

2. 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.

3. On award of contract/order, the selected firm is bound to supply the material as per sample/requirement/specification or else appropriate action may be initiated against the firm.

4. Quotation may be submitted by email to **rakesh.chhabra19@sansad.nic.in** or **by hand** in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi-110001 by **27th January, 2021 (upto 1100 hrs.)** addressed to the Executive Officer, General Procurement Branch, Room No. 408, Parliament House Annexe, New Delhi-110001.


25/01/2021

Executive Officer

Phone No. 23034408/ 4410

rakesh.chhabra@sansad.nic.in