

LOK SABHA SECRETARIAT

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LOK SABHA SECRETARIAT
(GENERAL PROCUREMENT BRANCH)

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001

Ref. No. LAFEAS-GPB018(11)/19/2021-GPB

Dated: 08.07.2021

From

Rakesh Kumar Chhabra
Executive Officer

To

All Concerned

Subject: Procurement of pens and masks for Lok Sabha Secretariat on urgent basis.

Dear Sir,

Lok Sabha Secretariat requires **Pens and Masks on urgent basis**. The firms having their offices at Delhi / NCR and GST Number may quote the rate of items, as per the format given below.

Sl. No.	Name of item	Qty.	MRP/ if any	Name of Brand	Offer Rate	% of GST
1.	BAOKE 0.1 mm, Gel Pen Blue with at least 90 days life	10 Nos.				
2	Cello Deco Gel, Blue Orange and Purple with at least 90 days life	30 Nos. (10 Nos. each				
3	Disposable Masks with nose pin with stretchable ear holder (as per sample attached)	500 Nos.				

2. The items are recurring items and the quantity mentioned is tentative. Procurement will be made on actual requirement basis.
3. Rates should be quoted F.O.R. basis (Free delivery at site) and should be valid for a period of 180 days from the date of awarding the order.
4. On award of contract/order, the selected firm is bound to supply the material as per brand/specification **by 4 pm on 09.07.2021** or else appropriate action may be initiated against the firm.
5. Quotation may be submitted either **by hand** in a sealed envelope in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi – 11 00 01 or by e-mail **gpb-iss@sansad.nic.in** by **09.07.2021 upto 10.30 AM** addressed to the Executive Officer, General Procurement Branch.


(RAKESH KUMAR CHHABRA)
EXECUTIVE OFFICER
PHONE NOS. 23034408/4410