

LOK SABHA SECRETARIAT
(General Procurement Branch)

Most Immediate

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001

No. 017(18)/15/2021-GPB

Dated: 14.07.2021

From,
Rakesh Kumar Chhabra
Executive Officer

To
All Concerned

Subject : Procurement of various Writing & Erasing Items on urgent basis
for the use of Lok Sabha Secretariat.

Dear Sir,

Lok Sabha Secretariat require following items on urgent basis. The firms having their offices at Delhi/NCR and GST Number may quote the rate of items as per format given below:

Sl. No.	Name of the item with Specification	Quantity	MRP (if any)	Name of Brand	Offered Rate (per unit)	% of GST
(1)	(2)	(3)	(4)	(5)	(6)	(7)
01.	Wooden Pencil - HB Good Quality, from Reputed Brand	200 pcs.				
02.	Pencil - Blue Good Quality, from Reputed Brand	30 pcs.				
03.	Pencil - Red Good Quality, from Reputed Brand	30 pcs.				
04.	Pencil -Red & Blue-two in one Good Quality, from Reputed Brand	30 pcs.				
05.	Pens V5 Pilot Hi-Tecpoint - Red ink	30 pcs.				
06.	Pens V5 Pilot Hi-Tecpoint - Green ink	30 pcs.				
07.	Ordinary Pen (Disposable for One time use) Good Quality from Reputed Brand	1000 pcs.				

- The items are recurring items and the quantity mentioned is tentative, Procurement will be made on actual requirement basis.
- Rates should be quoted on F.O.R. basis (free delivery at site) and should be valid for a period of **45 days** from the date of awarding the order.
- On award of contract/order, the selected firm is bound to supply the material as per sample/requirement/specification or else by **15th July 2021** appropriate action may be initiated against the firm.
- Quotation may be submitted **either by hand** in sealed envelope in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi-110 001 by **today 14th July, 2021 (1500 hrs.)** addressed to the Executive Officer, General Procurement Branch or by email to **gpb-lss@sansad.nic.in** (OR say **GPB-LSS@SANSAD.NIC.IN**).


14/07/2021

Executive Officer

Phone No. 23034408/ 4410