

LOK SABHA SECRETARIAT

Most Immediate

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001

No. 017(18)/1/2022-GPB

Dated: 03.01.2022

From,
Rakesh Kumar Chhabra
Executive Officer
General Procurement Branch

To
All Concerned

Subject : Procurement of Pens with Parliament Logo.

Dear Sir/Madam,

Lok Sabha Secretariat require following item(s) 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.	Pen Logo of Parliament of India embossed on it Good Quality, from Reputed Brand Price Range ₹20 to ₹30 including GST and Logo charges	500 pcs.				

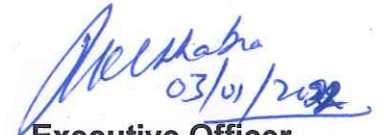
2. The item mentioned is tentative, Procurement will be made on actual requirement basis.

3. Procurement of the item will be made after approval of the sample. **The Firm is requested to submit the sample of Pen alongwith their Bid.**

4. 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.

5. On award of contract/order, the selected firm is bound to supply the material as per approved sample **by 17th January, 2022** or else appropriate action may be initiated against the firm.

6. Quotation may be submitted **by hand** in sealed envelope in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi-110 001 by **5th January, 2022 (1600 hrs.)** addressed to the Executive Officer, General Procurement Branch.


03/01/2022
Executive Officer
☎: 23034408/ 4410