

LOK SABHA SECRETARIAT

FAX:23010756

Most Immediate
PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001

No. 017(18)/3/2022-GPB

Dated: 03.02.2022

From,
Rakesh Kumar Chhabra
Executive Officer
General Procurement Branch

To
All Concerned

Subject : Procurement of Pen Sets for the use of Lok Sabha Secretariat on urgent basis.

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 item(s) as per format given below:

Sl. No.	Name of the item with Specification	Quantity	Name of Brand	Offered Rate including Logo charges (per set)	% of GST
(1)	(2)	(3)	(4)	(5)	(6)
01.	Pen Sets * to be in good individual packing box * Parliament Logo to be embossed on each pen. * Good Quality from Reputed Brand * Price Range up to ₹500 including GST and Logo charges	350 sets (2 Pens in 1 set)			

- The item mentioned is tentative, Procurement will be made on actual requirement basis. The Pen Sets should be in good individual Packing Box.
- Procurement of the item will be made after approval of the sample. The Firm is requested to submit the sample of Pen Sets alongwith their Bid. The item must be quoted of the reputed Brand and without mentioning the Brand name quotation may be rejected.
- The manufacturing date of item should not be older than six month.
- On award of contract/order, the selected firm is bound to supply the material as per approved sample with Parliament Logo by 9th February, 2022 positively or else appropriate action may be initiated against the firm.
- Quotation may be submitted by hand in sealed envelope in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi-110 001 by 4th February, 2022 (1500 hrs.) addressed to the Executive Officer, General Procurement Branch.
- Quotation received after due date and incomplete quotation will not be considered.


Executive Officer
☎: 23034408/ 4410