

**LOK SABHA SECRETARIAT
(GENERAL PROCUREMENT BRANCH)**

Room No. 408, Fourth Floor,
Parliament House Annexe,
New Delhi-110001

Dated: 01.07.2022

L. No. GPB017(15)/4/2022-GPB

From

Shalini Nayyar
Executive Officer

To,

(All concerned)

Subject: Quotation for Stationery Items for Lok Sabha Secretariat.

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure **Stationery Items**. The complete specification along with quantity of items to be procured is at **Annexure**.

2. The firms/companies having their Offices in **Delhi/NCR and GST Number** may quote the rates/prices for the items mentioned at **Annexure** under sealed cover through **BY HAND** or e-mail **GPB-LSS@SANSAD.NIC.IN** **immediately or latest by 04th July, 2022 (up to 1600 Hours) in Room No. 408, Parliament House Annexe, Lok Sabha Secretariat, New Delhi.** Quotation received after due date and incomplete quotation will not be considered.

4. **The required quantity of Quoted item must be readily available with the firm so that same could be supplied by the firm on 08.07.2022 positively**

5. Prices should be quoted on F.O.D. [Destination basis (Free delivery at site)]. **Delivery of items shall be made immediately.**

6. Items to be supplied should be genuine and sealed. If any item is found to be of a substandard (inferior quality)/substitute and not conforming to the required specifications, the bidders/firms will not only have to replace the same with genuine ones but they are also liable to be blacklisted.

7. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill.

8. Lok Sabha Secretariat will have full and final authority to reject any/all offer(s) without assigning any reason thereof.

Yours sincerely,


EXECUTIVE OFFICER
Tel. Nos. 2303 4408
2303 4410

ANNEXURE

Sl. No.	Description of Items	Qty.	Officer Rate per unit (in Rs.) Exclusive of GST	GST %.
	(1)	(2)	(3)	(4)
1.	Medium Size Disposal paper Glasses, 300 ML	2000 nos.		
2.	Pen stand with 2 pen capacity	06 nos.		
3.	Marking Cloth, White	2 mtr.		
4.	Pilot Pen (Red Hi Tech)	10 nos.		
5.	Perforator (big Size)	01 no.		
6.	Plastic Tray (standard size)	05 nos.		
7.	Scales	10 nos.		
8.	Spung Dampers	15 nos.		
9.	Foam Tape	02 rolls		
10.	Paper Weight	10 nos.		
11.	File Board	50 nos.		
12.	Self Stick Notes (Yellow Slips)	06 nos.		

Note: Items are required immediately.

Signature of the bidder with seal
Name of the Authorized Signatory.....
Designation.....
Name of the firm.....
Full Address.....
.....
Contact No.....