

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

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

L. No. 18(13)/1/2021-GPB

Dated: 19.07.2021

From

Rakesh Kumar Chhabra
Executive Officer

To,

(All concerned)

Subject: Quotation for Gel Pens of different specifications to Lok Sabha Secretariat.

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure **Gel Pens of different specifications** on urgent basis. The firms/companies having their Offices in **Delhi/NCR and GST Number** may quote the rate for the item as per the format given below:

Sl. No.	Description of item	Required Qty.	MRP per Unit (in Rs.)	Offered rate per unit (in Rs.)	GST Rate in percentage
1	BAOKE Gel Pen Black	10 nos.			
2	BAOKE, Gel Pen Blue	30 nos.			
3	PENTEL Roller Gel Pen BL 417 Orange	10 nos.			
4	PENTEL Roller Gel Pen BL 417 Purple	20 nos.			

2. **The item is procured on recurring basis as and when demand arises. Therefore, the rate of item should be valid for a minimum period of 90 (ninety days) from the date of awarding the order.**

3. Prices should be quoted on F.O.D. [Destination basis (Free delivery at site)]. **Delivery of items shall be made immediately from the date of Work Order.**

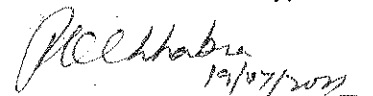
4. Items to be supplied should be genuine and sealed. If any item is found to be of a substandard (inferior quality)/substitute and not conforming to the required specifications, the bidders/firms will not only have to replace the same with genuine ones but they are also liable to be blacklisted.

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

6. You are requested to submit quotation for the item mentioned above in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover or through e-mail **GPB-LSS@SANSAD.NIC.IN** **immediately or latest by 20 July, 2021 (up to 1500 Hours)**. Quotation received after due date and incomplete quotation will not be considered.

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

Yours sincerely,


19/07/2021

EXECUTIVE OFFICER
Tel. Nos. 2303 4408