

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

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

L. No. 017(18)/12/2022-GPB

Dated: 31.03.2022

From

Bhuvnesh Kala  
Under Secretary

To,

(All concerned)

**Subject: Quotation for supply of pen sets to Lok Sabha Secretariat on urgent basis.**

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure **150 units pen sets**. The specification along with quantity of item to be procured is at **Annexure-I**.


2. You are requested to submit quotation for the item along with sample of pen set mentioned at **Annexure-I** in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover **immediately through 'BY HAND' latest by 1 April, 2022 (up to 1200 Hours)**. Quotation received after due date and incomplete quotation will not be considered.

3. Quotations and samples of bags received after due date and incomplete quotation will not be considered.

4. Detailed terms and conditions of the tender are at **Annexure-II**.

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

Yours faithfully,

  
31.3.2022

**UNDER SECRETARY**  
**Tel. Nos. 2303 4408**  
**2303 4410**

**ANNEXURE-I**

Sl. No.	Description of item	Description of items (make and model) quoted by the bidder	Qty.	Rate per unit (in Rs.) Excluding GST	GST %, if any
	(1)	(2)	(3)	(4)	(5)
1	Good quality Pen sets in presentable box with printing of Logo of Parliament (price range of Rs. 400/- to Rs. 500/-)		150 nos.		

**DELIVERY PERIOD – ITEMS TO BE DELIVERED ON 04.04.2022 (FORE NOON) POSITIVELY.**

**Signature of the bidder with seal**

**Name of the Authorized Signatory.....**

**Designation.....**

**Name of the firm.....**

**Full Address.....**

.....

**Contact No.....**

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TERMS AND CONDITIONS FOR SUPPLY OF PEN SETS TO LOK SABHA SECRETARIAT

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1. Bidders should be an Indian company/firm **HAVING THEIR OFFICES IN DELHI/NCR** and engaged in supply of goods/articles in Government Departments.
2. Bidders should not have been blacklisted by the Departments/Ministries of the Government of India/PSUs.
3. The rates/ prices should be quoted in Indian Rupees only. GST, packing, forwarding, etc., as applicable should be quoted separately. If these levies are included in the price quoted without giving the break up details, such bids will summarily be rejected.
4. The bid shall remain valid and open for acceptance for a period of 90 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.
5. Prices should be quoted on F.O.D. [Destination basis (Free delivery at site)]. **ITEMS TO BE SUPPLIED ON 04.04.2022 (FORE NOON) POSITIVELY.**
6. Items supplied by the bidder which are not in conformity to the **APPROVED SAMPLE** will be summarily rejected. If any item is found to be of a substandard (inferior quality)/substitute and not conforming to the required specifications (as per sample), the bidders/firms will not only have to replace the same with genuine ones but they are also liable to be blacklisted.
7. Quotations received in the format prescribed in **Annexure-I** only will be considered. No correspondence, in this regard, will be entrained. Sealed quotations should be superscribed as "**Quotation for supply of pen sets to Lok Sabha Secretariat.**"
8. This Secretariat will have the authority to select more than one firm for supply of item. The Secretariat further reserves the right to decide which of the firms should be selected for supply of some or all items listed in the tender form and the decision of the Secretariat will be final.
9. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill.
10. If a firm violates any of the terms & conditions, appropriate action will be taken and may be liable to be blacklisted.
11. Lok Sabha Secretariat reserves the right to accept/reject the tender without assigning any reasons. No enquiry after submission of the quotation will be entrained.

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