

LOK SABHA SECRETARIAT

FAX: 23010756

PARLIAMENT HOUSE ANNEXE

No. 17(18)/8/2022-GPB

NEW DELHI-110 001
Dated: 25th February, 2022

From,
Rakesh Kumar Chhabra
Executive Officer
General Procurement Branch

To
All Concerned

Sub.: Quotation for Procurement of Pen Stand (Kebica) for use of Lok Sabha Secretariat.

Dear Sir,

Lok Sabha Secretariat require following item(s) as one time procurement. The dealing firms interested and having their offices at Delhi / NCR and Holder of GST Number may quote the rate of items as per specifications and format given below:

Sl. No.	Details of the item	Quantity (in Unit)	MRP (if any)	Offered Rate (per Unit)	% of GST
1.	Pen Stand for 2 Pen Kebica Model ND2P, size 8.5" x 5" (as per sample image)(attached below)	70 Nos.			

- The item mentioned is tentative; Procurement will be made on actual requirement basis
- Rates should be quoted on F.O.R. basis (free delivery at site) and should be valid for a period of **90 days** from the date of awarding the order.
- On award of contract/order, the selected firm is bound to supply the material as per sample/requirement/specification failing which 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 **7th March, 2022 (upto 1500 hours)** addressed to the Executive Officer, General Procurement Branch, Parliament House Annexe, New Delhi-110001. Quotation received after due date and incomplete quotation will not be considered
- Lok Sabha Secretariat will have full and final authority to reject any/all offer(s) without assigning any reason thereof.


25/02/2022
Executive Officer
☎: 23034408/ 4410

