

LOK SABHA SECRETARIAT
(GENERAL PROCUREMENT BRANCH)

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001
25.11.2022

F. No. LAFEAS-GPB017(18)/24/2022-GPB

From
Shalini Nayyar,
To
All Concerned

Subject: Quotation for Good Quality Pens Holder (Red and Blue) for the use of Lok Sabha Secretariat.

Dear Sir/Madam,

Lok Sabha Secretariat intends to procure the following item. The dealing firms interested and having their offices at Delhi/NCR and Holder of GST Number may quote the rate of item as per following:

Sl. No.	Details of the item	Quantity	Brand	Offered rate (without GST) Per Pen Holder	%of GST extra (if any)	Offered rate (including GST) Per Pen Holder
1.	*Pen Holder with Jotter Refill (Red and Blue) (Branded company) (400 Blue and 100 Red=500 Nos.)	500 Nos.				

* Photo of Pen Holder is attached herewith.

2. The item mentioned above is recurring item and the quantity mentioned is tentative, procurement will be made on actual requirement basis. **The item must be quoted of the reputed Brand(s) and without mentioning the Brand name quotation will be rejected. Delivery of item shall be made immediately or within a week after issuing purchase order. The Firm is requested to submit the sample along with their Bid. Before quoting the rate of the item, firms may visit General Store Branch (16 B Basement, PHA, New Delhi Tel No. 23035496) to examine the sample and offer the rate for the same.**

3. Rate 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.

4. On award of contract/order, the selected firm is bound to supply the material as per requirement/specification/brand quoted by the firm. If the material is found to be of a substandard (inferior quality)/substitute and not confirming 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. **If the price of the item is found to have been quoted beyond MRP, the firm will be excluded from further bidding process.**

5. **Sealed Quotation** may be submitted by hand in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi by **29th November, 2022 (upto 1500 hrs.)** addressed to the Executive Officer, General Procurement Branch, Parliament House Annexe, New Delhi – 110001. **Quotations received after due date will not be considered.**

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

Yours faithfully,

Shalini
25/11/22

Executive Officer

Tel. No. 23034408/23034410

LOK SABHA SECRETARIAT

FAX: 23010750

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NEW DELHI-110 001



