

## LOK SABHA SECRETARIAT

## (GENERAL PROCUREMENT BRANCH)

FAX: 23010756

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110 001

F. No. LAFEAS-GPB017/2/2022-GPB

14.09.2022

From

Shalini Nayyar,  
Executive Officer

To

All Concerned

**Subject: Quotation for Good Quality Ball Point Pens with Parliament Logo for the use of Lok Sabha Secretariat.**

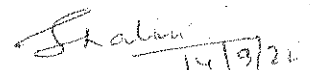
Dear Sir/Madam,

Lok Sabha Secretariat require following item 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 item as per following:

Sl. No.	Details of the item	Quantity	Offered rate (with printed logo with text + GST)	Remarks
1.	Ball Point pens with Parliament Logo and "PRILIAMENT OF INDIA" "भारतीय संसद" (in English and Hindi) may be printed / embossed on them.	400		

- The item mentioned above is recurring item and the quantity mentioned is tentative, procurement will be made on actual requirement basis.
- Procurement of the above mentioned item will be met after approval of the sample/quality. **The Firm is requested to submit the sample in the price range of Rs. 50 to Rs. 100 (including GST and with Parliament Logo and Parliament of India (both in English and Hindi) may be printed on them) alongwith their Bid/Quotation.**
- 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.
- On award of contract/order, the selected firm is bound to supply the material as per requirement/specification. If the materials is found to be of a substandard (inferior quality)/substitute and not confirming to the required specifications, the bidders/firms will not have to replace the same with genuine ones but they are also liable to be blacklisted.
- Sealed Quotation with sample** may be submitted by hand in Room No. 408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi by **19th September, 2022 (upto 1400 hrs.)** addressed to the Executive Officer, General Procurement Branch, Parliament House Annexe, New Delhi – 110001. Quotation received after due date and without sample will not be considered.
- Lok Sabha Secretariat will have full and final authority to reject any/all offer(s) without assigning any reason thereof.

Yours faithfully,



(SHALINI NAYYAR)

EXECUTIVE OFFICER

Tel. No. 23034408/23034410