

LOK SABHA SECRETARIAT

(GENERAL PROCUREMENT BRANCH)

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001

F. No. LAFEAS-GPB017(18)/22/2022-GPB

Dated 30.08.2022

From

Shalini Nayyar,
Executive Officer

To

All Concerned

Subject: Quotation for Good Quality Black Ink Ball Point Pens for the use of Lok Sabha Secretariat.

Dear Sir/Madam,

Lok Sabha Secretariat intends to procure 15000 units Black Ink Ball Point Pens. 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 per unit (exclusive GST)	GST rate in % (if any)	Remarks
1.	Black Ink Ball Point Pens (As per sample)	15000	Flair (Photo of pen attached herewith)			

- The item mentioned above is recurring item and the quantity mentioned is tentative, procurement will be made on actual requirement basis.
- The Firm is requested to submit the sample alongwith their Bid. Before quoting the rate of the item, firms may visit General Procurement Branch (Room No. 408, PHA, New Delhi Tel No. 23034408) to examine the sample and offer the rate for the same.
- 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 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 Typed Quotation in their Letter Head with sample may be submitted by hand in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi by 6th September, 2022 (upto 1500 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
30/8/22

(SHALINI NAYYAR)
EXECUTIVE OFFICER
Tel. No. 23034408/23034410

