

LOK SABHA SECRETARIAT

(GENERAL PROCUREMENT BRANCH)

FAX: 23010756

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110 001

F. No. LAFEAS-GPB017(18)/19/2022-GPB

1.08.2022

From

Shalini Nayyar,  
Executive Officer

To

All Concerned

**Subject: Quotation for Good Quality Ball 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	Brand	Offered rate (with printed logo + GST)	Remarks
1.	Ball Point pens with Parliament Logo and PRILIAMENT OF INDIA (in English and Hindi) may be printed / embossed on them.	2000	Cello Free Flo Roller Gel		

- 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 alongwith 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.**
- 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 **5th August, 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*  
1/8/22

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

