

LOK SABHA SECRETARIAT
(GENERAL PROCUREMENT BRANCH)

Room No. 408, Fourth Floor,
Parliament House Annexe,
New Delhi – 110001

F. No. LAFEAS-GPB023/4/2021-GPB

Dated 17.01.2022

From

Rakesh Kumar Chhabra,
Executive Officer

To,

All concerned

Subject: Procurement of Souvenir Items/Mementos for the use of Lok Sabha Secretariat

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure souvenir items/mementos. The complete specification along with quantity of items to be procured is at **Annexure**.

2. The firms having their offices in Delhi/NCR and GST number may quote the rates/prices for the items mentioned at Annexure under sealed cover through **by hand immediately or latest by 24.01.2022 (upto 1700 hrs.) in General Procurement Branch, Room No. 408, Parliament House Annexe, New Delhi**. Quotation received after due date and incomplete quotation will not be considered.

3. The items are to be procured on recurring basis as and when demand arises. Therefore, the rate of items should be valid for a minimum period of 06 months (180 days) from the date of awarding the order.

4. Prices should be quoted on F.O.D. [Destination basis (Free delivery at site)]. Delivery of items shall be made immediately or within short period. **Before quoting rates/prices, vendors are advised to examine the samples thoroughly which are kept in GP Branch.**

5. Items to be supplied should be genuine and packed. If any item 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.

6. No advance payment will be made for the supply of items. Payment will only be released after submission of pre-receipted bill.

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

Sd/-

(RAKESH KUMAR CHHABRA)
EXECUTIVE OFFICER
Tel. Nos. 2303 4408/ 23034410

ANNEXURE

Sl. No.	Description of Items	Qty.	Rate per unit	Rate of printing charge of photo/text/Logo (per unit), if any	GST amount per unit (in Rs.), if any	Amount per unit including GST	Brand name, if any
	(1)	(2)	(3)	(4)	(5)	(6) [3+4+5]	(7)
1	Pen with Parliament Logo (with Box)	600 Nos.					
2	Round Flag with Pin with Logo of Parliament Library	50 Nos.					
3	Round Flag with Magnet with Logo of Parliament Library	50 Nos.					
4	Acrylic Memento (UV print) with photo of Library Building in the Centre and Logo of Parliament Library in the place of Flag	100 Nos.					

* (Picture of Logo in next page)

Signature of the bidder with seal

Name of the Authorized Signatory.....

Designation.....

Name of the firm.....

Full Address.....

.....

Contact No.

**Image of Logo
Of Parliament Library Building**



Image of Library Logo

