

**LOK SABHA SECRETARIAT
(GENERAL PROCUREMENT BRANCH)**

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

L. No. GPB031/17/2022-GPB

Dated: 10.06.2022

From

**Rakesh Kumar Chhabra
Executive Officer**

To,

(All concerned)

Subject: Quotation for supply of Leather Bag/Briefcases with Pen Set.

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure **Leather Bags/Briefcases with Pen Sets**. The complete specification along with quantity of items to be procured is at Annexure.

2. The firms/companies 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 15th June, 2022(up to 1500 Hours) in Room No. 408, Parliament House Annexue, Lok Sabha Secretariat, New Delhi**. Quotation received after due date and incomplete quotation will not be considered.

3. **Firms are requested to examine the sample of bag available in this Branch and quoted the rates of the pen as per attachment of the Photo.**

4. **The required quantity of Quoted item must be readily available with the firm so that same could be supplied by the firm on 17.06.2022 positively**

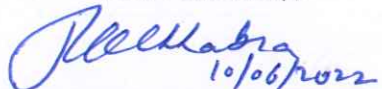
5. Prices should be quoted on F.O.D. [Destination basis (Free delivery at site)]. **Delivery of items shall be made immediately.**

6. Items to be supplied should be genuine and sealed. If any item is found to be of a substandard (inferior quality)/substitute and not conforming 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.

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

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

Yours sincerely,


10/06/2022
EXECUTIVE OFFICER
Tel. Nos. 2303 4408
2303 4410

ANNEXURE

Sl. No.	Description of Items	Qty.	Officer Rate per unit (in Rs.) Exclusive of GST	GST %.
	(1)	(2)	(3)	(4)
1.	Leather Bag (Wenz Office Elite/03/), As per Sample	05 nos.		
2.	Crown Exclusive Ball Pen Pierre Cardin, As per Sample	05 nos.		

Note: Items are required immediately.

Signature of the bidder with seal
Name of the Authorized Signatory.....
Designation.....
Name of the firm.....
Full Address.....
.....
Contact No.....

1. Sample of Bag



2. Sample of Pen

