

LOK SABHA SECRETARIAT
(General Procurement Branch)

FAX: 23010756

Most Immediate

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001

No. 017(18)/10/2021-GPB

Dated: 01.04.2021

From,
Rakesh Kumar Chhabra
Executive Officer

To
All Concerned

Subject : Procurement of various Writing & Erasing Items on urgent basis.

Dear Sir,

Lok Sabha Secretariat require following items on urgent basis. The firms having their offices at Delhi / NCR and GST Number may quote the rate of items as per format given below.

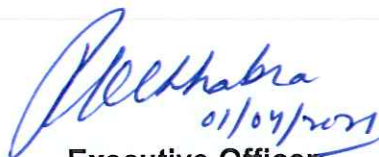
Sl. No.	Name of the item with Specification	Specification	Quantity	MRP (if any)	Offered Rate (per unit)	% of GST
(1)	(2)	(3)	(4)	(5)	(6)	(7)
01.	Pens - Ordinary	Green ink Good Quality from Reputed Brand	100 nos.			
02.	Highlighter	Different Colors Good Quality from Reputed Brand	100 nos.			
03.	Pencil	Good Quality from Reputed Brand	100 nos.			
04	Sharpeners	Good Quality from Reputed Brand	100 nos.			

2. The items are recurring items and the quantity mentioned is tentative, Procurement will be made on actual requirement basis.

3. Rates should be quoted on F.O.R. basis (free delivery at site) and should be valid for a period of **Forty Five days** from the date of awarding the order.

3. On award of contract/order, the selected firm is bound to supply the material as per sample/requirement/specification or else appropriate action may be initiated against the firm.

4. Quotation may be submitted either by hand in sealed envelope in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi-110 001 by **6th April, 2021** addressed to the Executive Officer, General Procurement Branch or by email to rakesh.chhabra19@sansad.nic.in


01/04/2021

Executive Officer

Phone No. 23034408/ 4410
rakesh.chhabra19@sansad.nic.in