

LOK SABHA SECRETARIAT

*Rakesh*

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PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110 001

(General Procurement Branch)

Most Immediate

No. GPB017(18)/3/2021-GPB

Dated: 27.01.2021

From,  
Rakesh Kumar Chhabra  
Executive Officer

To  
All Concerned

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

Dear Sir,

Lok Sabha Secretariat require following items as one time procurement. The firms having their offices at Delhi / NCR and GST Number holders may quote the rate of items as per specifications and format given below.

Sl. No.	Name of the item with Specification	Quantity	Rate (Rs.) Offered (per unit)	% of GST
(1)	(2)	(3)	(4)	(5)
01.	Pens-V5 Pilot Hi-Tecpoint (Blue)	100 nos.		
02.	Pens-V5 Pilot Hi-Tecpoint (Red)	50nos.		
03.	Pens-V5 Pilot Hi-Tecpoint (Green)	50 nos.		
04	Ordinary Pen (use & through) Good quality- (Blue)	1000 nos.		

2. Rates should be quoted on F.O.R. basis (free delivery at site) and should be valid for a period of **ninety 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 by email to [rakesh.chhabra19@sansad.nic.in](mailto:rakesh.chhabra19@sansad.nic.in) or by hand in Room No. 408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi-110001 by **27<sup>th</sup> January, 2021 (upto 1200 hrs.)** addressed to the Executive Officer, General Procurement Branch, Room No. 408, Parliament House Annexe, New Delhi-110001.

*Rakesh Chhabra*  
27/01/2021

Executive Officer  
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