

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

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

**L. No. 017(15)/12/2021-GPB**

**Dated: 18.10.2021**

**From**

**Rakesh Kumar Chhabra  
Executive Officer**

**To,**

**(All concerned)**

**Subject: Quotation for supply of various stationery items to Lok Sabha Secretariat.**

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure **various stationery items**. The specification along with quantity of items to be procured is at **Annexure-I**.

2. **Bidders are required to submit sample of diary - 2022 along with their quotations. Selection of diary will be considered on the basis of quality of sample of item and its rates/prices.** You are requested to submit quotation for the items mentioned at **Annexure-I** in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover **immediately through 'BY HAND' latest by 20 October, 2021 (up to 1500 Hours)**. Quotation received after due date and incomplete quotation will not be considered.

3. Detailed terms and conditions of the tender are at **Annexure-II**.

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

Yours sincerely,

**Sd/-  
EXECUTIVE OFFICER  
Tel. Nos. 2303 4408  
2303 4410**

**ANNEXURE-I**

<b>Sl. No.</b>	<b>Description of Item</b>	<b>Qty.</b>	<b>Rate per unit/pkt. (in Rs.)</b>	<b>GST Amount per unit (in Rs.), If any.</b>	<b>Amount per unit including GST (Rupees in figures)</b>	<b>Total Amount (in Rs.)</b>
	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>5 (3+4)</b>	<b>(6) (2) x (5)</b>
1	Camlin Brand Kokuyo PB White Board Marker – Pack of 4 Assorted Colors (Black, Blue, Red, Green)	5 packets (each pkt. contains 4 assorted colours)				
2	Worldone Brand DB505BL Display Book File Folder with 60 pockets, A4 size Colour-Blue	20 nos.				
3	Shining Zon brand A4 size Transparent Plastic Envelope Document File Folder Bag with case snap button	200 nos.				
4	Jamboree 4 compartments wooden 360 degree rotation Wooden Pen Stand, Card Holder, Desk Organizer-8008 (Brown)	05 nos.				
5	Steel Foot Rule (30 cm length)	10 nos.				
6	DIARY WITH LEATHERITE FOAM COVER (Thick) (PAPERS 80 GSM) FOR YEAR 2022	50 nos.				

**Note:** (i) Rates/Prices of items in Column 3 must be quoted as per requirement of Column 2 (per unit or pkt.) failing which bids will be summarily rejected.

(ii) Items are required immediately.

**Signature of the bidder with seal**

**Name of the Authorized Signatory.....**

**Designation.....**

**Name of the firm.....**

**Full Address.....**

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**Contact No.....**

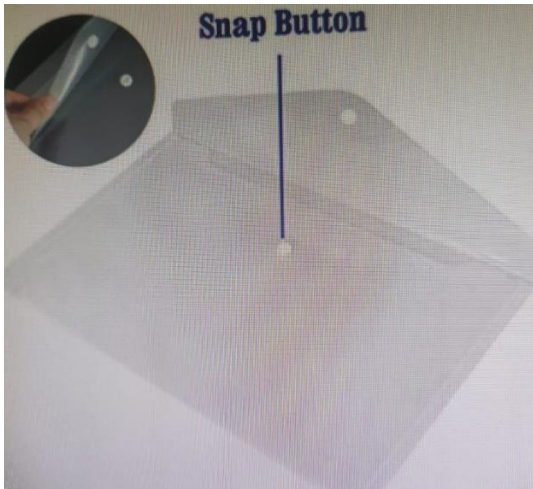
## IMAGES OF ITEMS



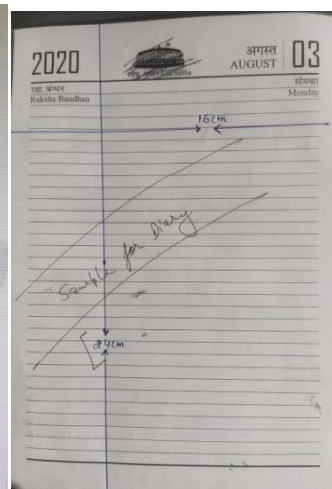
**WORLDONE DISPLAY BOOK FILE**



**360 DEGREE ROTATIONS WOODEN PEN STAND**



**SHINING ZON BRAND A4 SIZE TRANSPARENT PLASTIC ENVELOPE DOCUMENT FILE FOLDER**



**SAMPLE OF TEXT OF DIARY PAGES**



**CAMLIN KOKUYO PB WHITE BOARD MARKER**

**LOK SABHA SECRETARIAT**  
**GENERAL PROCUREMENT BRANCH**

**TERMS AND CONDITIONS FOR SUPPLY OF VARIOUS STATIONERY ITEMS TO LOK SABHA SECRETARIAT**

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1. Bidders should be an Indian company/firm **HAVING THEIR OFFICES IN DELHI/NCR** and engaged in supply of goods/articles in Government Departments.
2. Bidders should not have been blacklisted by the Departments/Ministries of the Government of India/PSUs.
3. The rates/ prices should be quoted in Indian Rupees only. GST, packing, forwarding, etc., as applicable should be quoted separately. If these levies are included in the price quoted without giving the break up details, such bids will summarily be rejected.
4. The bid shall remain valid and open for acceptance for a period of 90 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.
5. Prices should be quoted on F.O.D. [Destination basis (Free delivery at site)]. **Delivery of item shall be made immediately.**
6. If any item is found to be of a substandard (inferior quality)/substitute and not conforming to the required specifications in terms of **unit, brand/make, colour/shade, quality, size and weight**, the bidders/firms will not only have to replace the same with genuine ones but they are also liable to be blacklisted.
7. Quotations of firms received in the format prescribed in **Annexure-I** of enquiry letter shall be considered. Offers not received in prescribed format shall be ignored and no correspondence, in this regard, will be entrained. Sealed quotation should be superscribed as "**Quotation for supply of various stationery items**". **QUOTATIONS THROUGH FAX/e-MAIL WILL NOT BE ACCEPTED AND IGNORED STRAIGHTAWAY.**
8. This Secretariat will have the authority to select more than one firm for supply of item. The Secretariat further reserves the right to decide which of the firms should be selected for supply of some or all items listed in the tender form and the decision of the Secretariat will be final.
9. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill.
10. If a firm violates any of these terms & conditions, appropriate action will be taken and also liable to be blacklisted.
11. Lok Sabha Secretariat reserves the right to accept/reject any or all the tenders without assigning any reasons. No enquiry after submission of the quotation will be entrained.

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