

LOK SABHA SECRETARIAT

(GENERAL PROCUREMENT BRANCH)

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001

F. No. LAFEAS-GPB017(18)/27/2022-GPB

26.12.2022

From

Shalini Nayyar,
Executive Officer

To

All Concerned

Subject: Quotation for Good Quality Pens and Diary (year 2023) for the use of Lok Sabha Secretariat.

Dear Sir/Madam,

Lok Sabha Secretariat require following item as one time procurement. The dealing firms interested and having their offices at Delhi/NCR and Holder of GST Number may quote the rate of item as per following:

Sl. No.	Name of the item and Specifications	Qty. required	Offered Rate per unit (in Rs.)	Rate of GST if any	Offered Rate inclusive GST
1.	Good quality Pens @Rs.150/- to 200/- per pen	110 Pieces			
2.	Good quality Diaries	110 Pieces			

- The item mentioned above is recurring item and the quantity mentioned is tentative, procurement will be made on actual requirement basis.
- Procurement of the above mentioned item will be met after approval of the sample/quality. **After issuing Purchase Order firm is bound to supply the items immediately or next day.**
- Rate should be quoted on F.O.R. basis free delivery at site and should be valid for a period of 60 days from the date of awarding the order.
- On award of contract/order, the selected firm is bound to supply the material as per requirement/specification. If the materials is found to be of a substandard (inferior quality)/substitute and not confirming to the required specifications, the bidders/firms will not have to replace the same with genuine ones but they are also liable to be blacklisted.
- Sealed Quotation with sample may be submitted by hand in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi by 27th December, 2022 (upto 1500 hrs.)** addressed to the Executive Officer, General Procurement Branch, Parliament House Annexe, New Delhi – 110001. Quotation received after due date and without sample will not be considered.
- Lok Sabha Secretariat will have full and final authority to reject any/all offer(s) without assigning any reason thereof.

Yours faithfully,

Shalini
26/12/22

(Shalini Nayyar)

TEL. Nos. 23034408/23034410