

LOK SABHA SECRETARIAT

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

No.8/1/Gift/Conf./2016

5th September, 2016

From

Shri K.C. Pandey
Deputy Secretary
General Procurement Branch

To

All Concerned

Subject: Procurement of Bags and Pen Sets.

Sir,

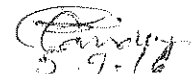
The following items are required by this Secretariat **on urgent basis** as per details given below:-

| Sl.no. | Name of the item | Qty. | Rate (Rs.) | (%) VAT | Logo charge | Total |
|--------|-----------------------|---------|------------|---------|-------------|-------|
| 1. | Conference Bag | 21 pcs. | | | | |
| 2. | Pen Set | 21 sets | | | | |

2. The **sample of Conference bag** should be in good quality of leather in the price range of Rs.2,500/- to Rs.5,000/-. The **Logo and other relevant details of the event to be embossed at each bag will be intimated later.** The **sample of Pen set** should be of premium quality in the price range of Rs.250/- to Rs.500/-. No logo will be required at Pen sets.

3. The firms, interested and having offices at Delhi/NCR, are, therefore, requested to **submit their quotations alongwith SAMPLE of each item** with the General Procurement Branch, Room No.408, Parliament House Annexe, New Delhi - 110001 latest by **13.09.2016**.

Your sincerely,



DEPUTY SECRETARY

Tel.no. 23034408, 23034410