

Urgent Requirement

**LOK SABHA SECRETARIAT**

FAX: 23010756

(GENERAL PROCUREMENT BRANCH)

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110 001

Ref. No. LAFEAS-GPB018(11)/24/2020-GPB

Dated: 01.09.2020

From

Rakesh Kumar Chhabra  
Executive Officer

To

All Concerned


Subject: Procurement of Misc. Items for Lok Sabha Secretariat on urgent basis.

Dear Sir,

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

Sl. No.	Name of item	Qty. Nos.	MRP/ if any	Name of Brand	Offer Rate	% of GST
1.	Sticky Pad 7.7x7.7 cm	50				
2	Sticy Pad, 7.7x12.5 cm	50				
3	Micro Fibre Duster, 30x40 cms, 340 GSM	20				
4	Cello Tape 1 Inch	10				
5	Cello Tape 2 inch	10				
6	Cello Tape 3 inch	10				
7	Pocket diary	10				
8	Small Scissors	5				
9	Medium Scissors	5				
10	Stainless steel plain paddle dustbin/plain garbage bin with plastic bucket – 11 ltr (10x14)	4				
11	Garbage bag black big	200				
12	Garbage bag black small	100				

- The items are recurring items and the quantity mentioned is tentative. Procurement will be made on actual requirement basis.
- Rates should be quoted 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.
- On award of contract/order, the selected firm is bound to supply the material as per specification or else appropriate action may be initiated against the firm.
- Quotation may be submitted either by hand in Room No. 408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi – 11 00 01 by **02.09.2020 upto 1600 hrs.** addressed to the Executive Officer, General Procurement Branch or to the E-mail: [gpb-iss@sansad.nic.in](mailto:gpb-iss@sansad.nic.in).

  
01/09/20  
(RAKESH KUMAR CHHABRA)  
EXECUTIVE OFFICER  
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