

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				
11.8	Garbage bag black big	200				
12.00	Garbage bag black small	100				

2. The items are recurring items and the quantity mentioned is tentative. Procurement will be made on actual requirement basis.

3. 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.

4. 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.

5. Quotation may be submitted either by hand in Room No. 408, 4th 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.

Rakesh Chhabra
01/09/20
(RAKESH KUMAR CHHABRA)
EXECUTIVE OFFICER
PHONE NOS. 23034408/4410

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