

LOK SABHA SECRETARIAT

F. 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001

(GENERAL PROCUREMENT BRANCH)

Ref. No. LAFEAS-GPB018(11)/50/2020-GPB

Dated: 05.01.2021

From

Rakesh Kumar Chhabra
Executive Officer

To

All Concerned

Subject: Procurement of Dustbins (as per sample) for Lok Sabha Secretariat.

Dear Sir,

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

Sl. No.	Name of item	Qty. Nos.	MRP/ if any	Name of Brand	Offer Rate	% of GST
1.	Plastic Open Dustbin (as per sample) <i>Big Size</i>	15				
2	Paddle dustbin (as per sample)	8				

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 brand/specification or else appropriate action may be initiated against the firm.

5. Quotation may be submitted **by hand in a sealed envelope** in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi – 11 00 01 **by 08.01.2021 upto 1600 hrs.** addressed to the Executive Officer, General Procurement Branch.


(RAKESH KUMAR CHHABRA)
EXECUTIVE OFFICER
PHONE NOS. 23034408/4410

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

Furthermore, it is noted that regular audits are essential to identify any discrepancies or errors early on. This proactive approach helps in maintaining the integrity of the financial statements and prevents any potential issues from escalating.

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In addition, the document highlights the need for clear communication between all parties involved. Regular meetings and reports should be conducted to keep everyone informed of the current status and any changes that may occur. This collaborative effort is key to the success of the project.

Finally, it is stressed that adherence to all relevant laws and regulations is non-negotiable. This includes proper tax reporting and compliance with industry standards. Ensuring legal compliance is not only a requirement but also a way to build trust with stakeholders.

Prepared by: [Signature]
 Date: [Date]
 Title: [Title]



