

**LOK SABHA SECRETARIAT
(GENERAL PROCUREMENT BRANCH)**

Room No. 408, Fourth Floor,
Parliament House Annexe,
New Delhi-110001

L. No. GPB022/42/2021-GPB

Dated: 09.09.2021

From

**Rakesh Kumar Chhabra
Executive Officer**

To,

(All concerned)

Subject: Quotation for supply of sanitary and other items to Lok Sabha Secretariat.

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure **sanitary and other items**. The complete specification along with quantity of items to be procured is at **Annexure**.

2. The firms/companies having their Offices in **Delhi/NCR and GST Number** may quote the rates/prices for the items mentioned at **Annexure** under sealed cover through **BY HAND** or **e-mail GPB-LSS@SANSAD.NIC.IN immediately or latest by 10 September, 2021 (up to 1500 Hours)**. Quotation received after due date and incomplete quotation will not be considered.

2. **The item is procured on recurring basis as and when demand arises. Therefore, the rate of item should be valid for a minimum period of 90 (ninety days) from the date of awarding the order.**

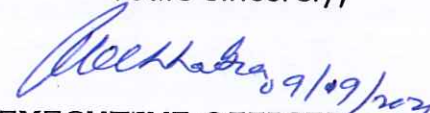
3. Prices should be quoted on F.O.D. [Destination basis (Free delivery at site)]. **Delivery of items shall be made immediately.**

4. Items to be supplied should be genuine and sealed. If any item is found to be of a substandard (inferior quality)/substitute and not conforming to the required specifications, the bidders/firms will not only have to replace the same with genuine ones but they are also liable to be blacklisted.

5. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill.

6. Lok Sabha Secretariat will have full and final authority to reject any/all offer(s) without assigning any reason thereof.

Yours sincerely,


EXECUTIVE OFFICER
Tel. Nos. 2303 4408
2303 4410

ANNEXURE

Sl. No.	Description of Items	Qty.	Rate per unit (in Rs.)	GST Amount per unit (in Rs.), If any.	Amount per unit including GST (Rupees in figures)	Total Amount (in Rs.)
	(1)	(2)	(3)	(4)	5 (3+4)	(6) (2) x (5)
1	Floor Wiper, Size 24 inch , Pole material-steel, blade material-rubber	24 Nos.				
2	Floor Wiper, Size-18 inch , Pole material-steel, blade material-rubber	12 Nos.				
3	Tide Detergent Powder (in 1 Kg package)	25 pkts. (each pkt. contains 1 kg.)				
4	Plastic Bucket in 20 Litre capacity(Milton/Cello/Flora)	6 Nos.				
5	Godrej Aer Pocket, Bathroom Air Fragrance - Pack of 5 (5x10g)	60 packets (each pkt. contains 5 units)				
6	Biodegradable Garbage bags (Dimensions- L-12 Inch x H-26 Inch x W-4 Inch)	500 Nos.				
7	Biodegradable Garbage bags (Dimensions- 24 Inch x H- 36 Inch)	400 Nos.				
8	Duracell AA Ultra	60 Nos.				
9	Duracell AAA Ultra	60 Nos.				
10	Scissor, Munix (Length - 15 cm)	10 Nos.				
11	Brasso Metal Polish Liquid (each in 500 ml capacity)	12 Nos.				
12	Prestige Tissue Papers, M Fold (minimum 150 pieces in one pkts./box)	50 Nos				

Note: Items are required immediately.

Signature of the bidder with seal
Name of the Authorized Signatory.....
Designation.....
Name of the firm.....
Full Address.....
.....
Contact No.....