

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

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

L. No. GPB022/46/2021-GPB

Dated: 14.12.2021

**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 15<sup>th</sup> December, 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,

  
14/12/2021  
**EXECUTIVE OFFICER**  
Tel. Nos. 2303 4408  
2303 4410

**ANNEXURE**

Sl. No.	Description of Items	Qty.	Rate per unit/pkt. (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.	Small Wiper for Kitchen	15 nos.				
2.	Premier Tissue Paper Box, 100 pulls, 2 ply	70 box				
3.	Harpick Original 1 ltr. Bottle	20 nos.				
4.	Scissor Small (5 inch length) (Maped, Universal)	15 nos.				
5.	Vimbar Dish Wash Soap, 300 gm Lemon	50 nos.				
6.	Prill Dishwashing Gel, 1 ltr. bottle (Lemon)	10 nos.				
7.	555 Detergent Powder, 1 kg packet	10 nos.				
8.	All out Refill, 45 night	40 nos.				
9.	Godrej Air Pocket, bathroom Air Fragrance-Pack of 5 (5 x10 g)	30 pkt. (each pkt. contains 5 units)				
10.	Fresh From Loom cotton Face Towel, White (good quality), (1 foot length and width), 450 GSM	40 nos.				
11.	NPLABEL Blank Sticker with/without Border - 75x20 mm (500 labels per pkt.)	05 pkt.				

**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.....**