

LOK SABHA SECRETARIAT
(GENERAL PROCUREMENT BRANCH)

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

Dated: 09.08.2021

L. No. 018/18/69/2021-GPB
From

Rakesh Kumar Chhabra
Executive Officer

To,

(All concerned)

Subject: Quotation for supply of hand sanitizers to Lok Sabha Secretariat.


Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure **hand sanitizers** on urgent basis. The firms/companies having their Offices in **Delhi/NCR** and **GST Number** may quote the rate for the item as per the format given below:

| Sl. No. | Description of item | Required Qty. | Make & Model quoted | MRP per Unit (in Rs.) | Offered rate per unit (in Rs.) | GST Rate in percentage | Self Life in months |
|---------|--|---|---------------------|-----------------------|--------------------------------|------------------------|---------------------|
| 1 | Liquid Hand Sanitizers with spray pump (alcohol based), hand rub contains - 60-95% ethanol, clear and colour less, | 10 nos. (each in 500 ml plastic bottle) | | | | | |
| 2 | manufactured under IP standards & valid Govt. License | 50 nos. (each in 100 ml plastic bottle) | | | | | |

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. You are requested to submit quotation for the item mentioned above in **Room No. 408, Parliament House Annexe, New Delhi** through by hand or **e-mail GPB-LSS@SANSAD.NIC.IN** immediately or latest by **10 August, 2021 (up to 1500 Hours)**. Quotation received after due date and incomplete quotation will not be considered.
7. 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
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