

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

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

L. No. 018(18)/26/2022-GPB

Dated: 05.04.2021

From

**Rakesh Kumar Chhabra
Executive Officer**

To,

(All concerned)

Subject: Quotation for supply of various items to Lok Sabha Secretariat.

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure VARIOUS ITEMS on urgent basis. The firms/companies have their Offices in **Delhi/NCR and GST Number** may quote the rates/prices for the items as per the format given below:

Sl. No.	Name of items	Quantity	Offered rates per unit (in Rs.) Exclusive GST	GST Rate in percentage
1.	Pidilite Fevibond Tube 90 ml	10 nos.		
2.	Fevicol in 1 kg capacity	01 no.		
3.	Feviquick 20 gm.	02 nos.		
4.	Worldone Ring Binder SKU RB 405	200 nos.		

2. **The items are procured on recurring basis as and when demand arises. Therefore, the rates/prices of items 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 on 05.04.2022 (up to 1800 Hours).**

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** under sealed cover or through **e-mail GPB-LSS@SANSAD.NIC.IN immediately or latest by 05 April, 2022 (up to 1500 Hours)**. Quotations 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,

**Sd/-
EXECUTIVE OFFICER
Tel. Nos. 2303 4408
2303 4410**