

LOK SABHA SECRETARIAT

FAX: 23010756

PARLIAMENT HOUSE ANNEXE  
(GENERAL PROCUREMENT BRANCH) NEW DELHI-110001

Ref. No. LAFEAS-GPB018(11)/8/2020-GPB

Dated: 07.02.2020

From

Rakesh Kumar Chhabra  
Executive Officer

To

All Concerned

Subject: Procurement of Misc. items for Lok Sabha Secretariat.


Dear Sir,

Lok Sabha Secretariat requires following items. The firms having their offices at Delhi / NCR and GST Number may quote the rate of items, as per the format given below.

Sl. No.	Name of item	Qty.	Name of Brand	MRP, if any	Offer Rate	% of GST
1.	Housekeeping Chemical R2 (5 Ltr)	05 Can				
2	Garbage Bag Big	50 Nos.				
3	Garbage Bag Small	50 Nos.				
4	Sanitizer Small	20 Nos.				
5	Dustbin 100 ltr (approx.)	05 Nos.				
6	Dry Mop (as per sample)	10 Nos.				
7	Dry Mop Pad/Refill (as per sample)	20 Nos.				
8	Service Gloves	20 Nos.				
9	Wiper small size (as per sample)	15 Nos.				
10	Toilet cleaning plunger	10 Nos.				
11	Dettol Liquid Handwash Dispenser (200 ml)	20 Nos.	Dettol			
12	Cleanzo 5 ltr	06 Nos.	Cleanzo			
13	Microfiber Duster (as per sample)	10 Nos.				

\* In sealed envelope only. open letter will not be considered.

2. The quantity mentioned is tentative. Procurement will be made on actual requirement basis.
3. Rates should be quoted on 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 specification or else appropriate action may be initiated against the firm.
5. Quotation may be submitted by hand in Room No. 408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi – 11 00 01 by 12.02.2020 upto 1600 hrs. addressed to the Executive Officer, General Procurement Branch.

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