

LOK SABHA SECRETARIAT

FA: 23010756

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110 001

(GENERAL PROCUREMENT BRANCH)

Ref. No. LAFEAS-GPB018(11)/48/2020-GPB

Dated: 21.12.2020

From

Rakesh Kumar Chhabra  
Executive Officer

To

All Concerned

Subject: Procurement of Lemon Grass Oil (200 ml) for Lok Sabha Secretariat.

Dear Sir,

Lok Sabha Secretariat requires following item of **Reputed Brand** on urgent basis. The firms having their offices at Delhi / NCR and GST Number may quote the rate of item, as per the format given below.

Sl. No.	Name of item	Qty. Bottle	MRP/ if any	Name of Brand	Offer Rate	% of GST
1.	Lemon Grass Oil, 200 ml in each bottle	12				

2. The item is recurring item and the quantity mentioned is tentative. Procurement will be made on actual requirement basis.

3. Rates should be quoted 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 brand/specification or else appropriate action may be initiated against the firm.

5. Quotation may be submitted **by hand in a sealed envelope** in Room No. 408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi – 11 00 01 **by 24.12.2020 upto 1400 hrs.** addressed to the Executive Officer, General Procurement Branch.

  
21/12/20

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