

**LOK SABHA SECRETARIAT**

FAX: 23010756

(GENERAL PROCUREMENT BRANCH)

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110 001

Ref. No. LAFEAS-GPB018(18)/48/2021

Dated: 25.06.2021

From

Rakesh Kumar Chhabra  
Executive Officer

To

All Concerned

Subject: Procurement of Crockery Items of reputed brand with the Logo of Parliament of India for Lok Sabha Secretariat.

Dear Sir/Madam,

Lok Sabha Secretariat requires Crockery Items of reputed brand with the Logo of Parliament of India. Firms having their offices at Delhi / NCR and GST Number Holder may quote the rate of item, as per specification/format given below.

Sl.No.	Name of Crockery item	Specifications of the items	Qty. (Nos.)	Offer Rate	% of GST	Brand Name
1	Full Plate	275 mm dia	50			
2	Half Plate	220 mm dia	50			
3	Qtr. Plate	198 mm dia	50			
4	Tea Cup	200 ml	50			
5	Tea Saucer	146 mm dia	50			
6	Coffee Cup	100 ml	50			
7	Coffee Saucer	130 mm dia	50			
8	Snacks Platter (Large)	400x300 mm, 30 ht.	10			
9	Snacks Platter (Medium)	300x230mm, 23 ht.	10			
10	Tea Pot Serving 4	90mm dia, 168mm ht. 990 ml. cap	15			
11	Coffee Pot Serving 4	76 mm dia, 187 mm ht., 850 ml cap.	15			
12	Milk Creamer	46mm dia, 95 mm ht., 200 ml cap.	20			
13	Sugar Pot	67mm dia, 110 mm ht., 280 ml cap.	10			
14	Cruet Set	38mm top dia	10			
15	Dal Bowls	116mm dia, 52 mm ht. 350 ml cap.	50			
16	Dal Bowl Saucer	158mm dia	50			
17	Curry Dish Bowls Medium	200mm dia, 50mm ht. 80 ml. cap.	10			
18	Curry Dish Bowl Large	215mm dia, 62mm ht. 1150 ml. cap.	10			
19	Soup Cups	216 mm, 300 ml cap, 38mm ht.	50			
20	Soup Saucers	198 mm dia	50			
21	Condiment Dish	Mib 5009, 105x81 mm, 35 mm ht.	15			
22	Preserve Dish with Lid	OR4020/5017, 65mm dia, 35mm	15			

	and Tray	ht. 40 ml cap, Tray, 135:mm dia, 20 mm ht.				
23	One Portion Bowl with Lid	160mm dia, 55 mm ht. 600 ml cap	10			
24	Two Portion Bowl with Lid	175mm dia, 60mm ht. 770 ml cap	10			
25	Three Portion Bowl with Lid	198mm dia, 63mm ht. 1000 ml cap	10			
26	Decorative Trays (Wooden / Acrylic)	2 ft approx.	06			
27	Decorative Bowls	4 inch dia	24			
28	Napkin Rings	---	50			
29	Base Plates (Tin coated / glass) - Decorative	13/14 inch dia	30			
30	Decorative Candle Stands	---	03			
31	Three / Two Tier Nut Dishes	---	20			

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 180 days from the date of Order/Supply. The said items may be procured as per requirement from time to time within the said period.
4. Submit Experience Certificate for the supply of Crockery Items in designated offices.
5. Submit sample of crockery items (Best Quality) with the logo of Parliament. **Quotation, without sample, shall not be accepted.**
6. On award of contract/order, the selected firm is bound to supply the material as per specifications mentioned against each item or else appropriate action may be initiated against the firm.
7. Scope of negotiation for rate is open for the Secretariat as the items are to be procured after approval of items.
8. Quotation may be submitted by hand in Room No. 408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi - 11 00 01 by 28.06.2021 up to 1600 hrs. addressed to the Executive Officer, General Procurement Branch.

  
25/06/2021  
(RAKESH KUMAR CHHABRA)  
EXECUTIVE OFFICER  
Phone No. 23034410