

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

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

L. No. GPB022/44/2021-GPB

Dated: 01.11.2021

From

Rakesh Kumar Chhabra
Executive Officer

To,

(All concerned)

Subject: Quotation for supply of sanitary and other items to Lok Sabha Secretariat.

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure **sanitary and other items**. The complete specification along with quantity of items to be procured is at **Annexure**.

2. The firms/companies having their Offices in **Delhi/NCR and GST Number** may quote the rates/prices for the items mentioned at **Annexure** under sealed cover through **BY HAND** or **e-mail GPB-LSS@SANSAD.NIC.IN** immediately or latest by **02nd November, 2021 (up to 1500 Hours)**. Quotation received after due date and incomplete quotation will not be considered.

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. 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
2303 4410

ANNEXURE

Sl. No.	Description of Items	Qty.	Rate per unit (in Rs.)	GST Amount per unit (in Rs.), If any.	Amount per unit including GST (Rupees in figures)	Total Amount (in Rs.)
	(1)	(2)	(3)	(4)	5 (3+4)	(6) (2) x (5)
1	555 Detergent Powder, 1 kg packet	10 kgs.				
2	Prill Dishwashing Gen, 750 MI (Green)	10 nos.				
3	Duster White, size 36"x36"	60 nos.				
4	Duster Yellow, size, 36"x36"	60 nos.				
5	Micro Fiber Double Layered Cloth Duster, Softspun Brand, size 40 cm x 40 cm	80 nos.				
6	Face Towel, White (good quality), size L- 13 Inch x W-13 Inch	30 nos.				
7	Phenyl, Premium White Gainda-5 liter cane	06 nos.				

Note: Items are required immediately.

Signature of the bidder with seal

Name of the Authorized Signatory.....

Designation.....

Name of the firm.....

Full Address.....

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Contact No.....