

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

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

L. No. GPB022/6/2022-GPB

Dated: 14.03.2022

From

Rakesh Kumar Chhabra  
Executive Officer

To,

(All concerned)

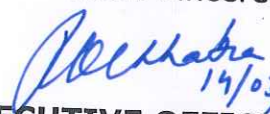
**Subject: Quotation for supply of Sanitary Items to Lok Sabha Secretariat.**

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure **sanitary**. 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 **15<sup>th</sup> March, 2022 (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,

  
14/03/2022

**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	Foldable Aluminum Ladder – size 6 step (as per sample)	02 nos.				
2	Steel Dustbin with lid 15 liter (as per sample)	10 nos.				
3	Garbage Bag-Bid (for 20 ltr approx)	100 nos.				
4	Garbage Bag-Medium, XL(30x37 inches)	100 nos.				

**Note: Items are required immediately.**

**Signature of the bidder with seal**  
**Name of the Authorized Signatory.....**

**Designation.....**

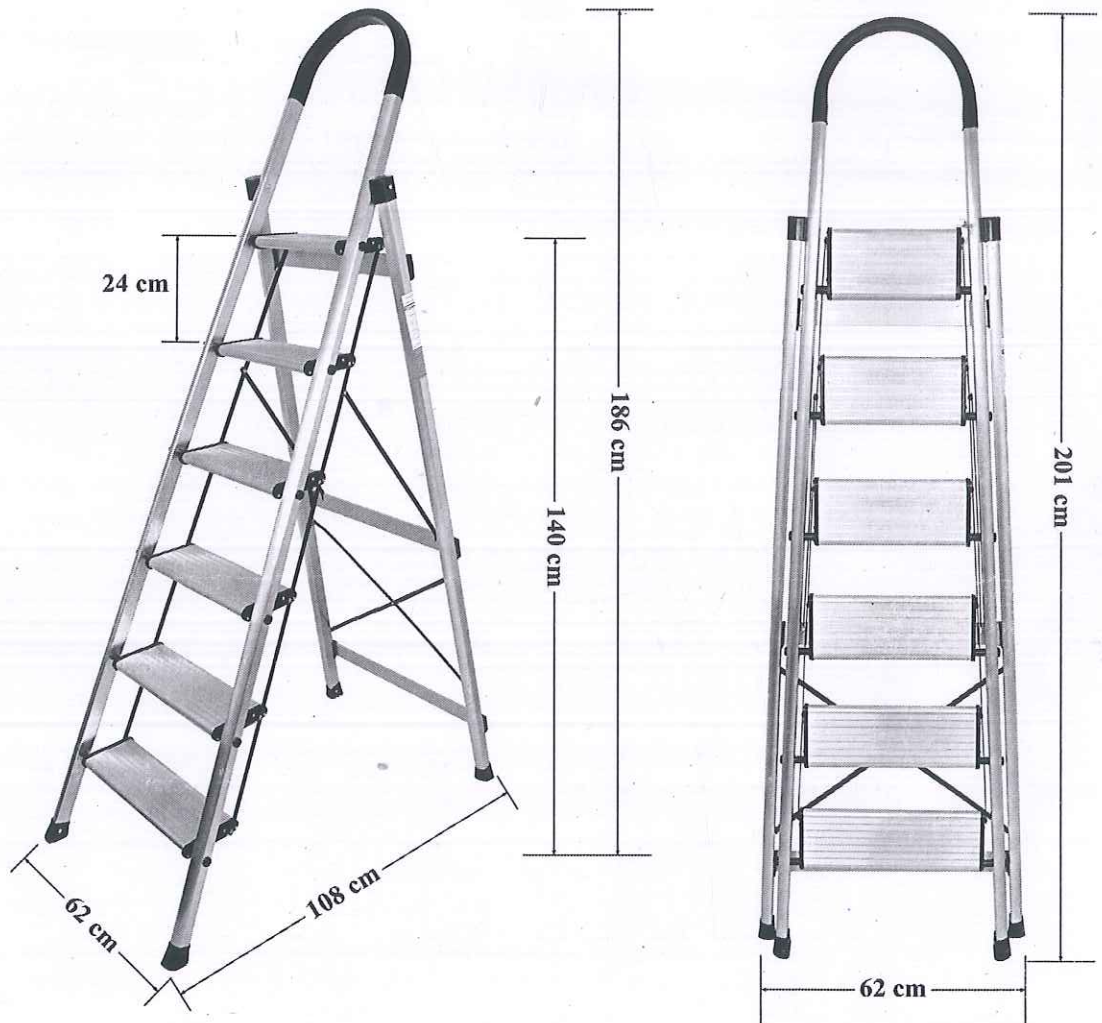
**Name of the firm.....**

**Full Address.....**

.....

**Contact No.....**

**Plantex Premium 6 Step Folding Aluminium Ladder for Home Use/Wide Anti Skid Step Ladder(Anodize-Silver)**



*Sample*



# OPR Stainless Steel Round Pedal Dustbin with Soft-Close Lid and Foot Pedal | Dustbin For Home, Kitchen, Bathroom, Office And Washroom With Lid And bucket (Silver, 15 Ltr)

Colour	Silver
Brand	OPR
Capacity	15 litres
Material	Silver, Stainless Steel, Plastic
Finish Type	Brushed



*Sample*