

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

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

L. No. GPB018(18)/25/2022-GPB

Dated: 31.03.2022

From

Rakesh Kumar Chhabra  
Executive Officer

To,

(All concerned)

**Subject: Quotation for supply of Kebica Name Plate to Lok Sabha Secretariat.**

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure **Kebica Name Plate**. 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 01<sup>st</sup> April 2022 (up to 1200 Hours)**. Quotation received after due date and incomplete quotation will not be considered.

3. **The required quantity of Quoted item must be readily available with the firm so that same could be supplied by the firm on 04.04.2022 positively**

4. **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.**


5. Prices should be quoted on F.O.D. [Destination basis (Free delivery at site)]. **Delivery of items shall be made immediately.**

6. 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.

7. 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,

  
31/03/2022  
**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.	Kebica Name Plate, Size 10"x4", T Piller	500 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.....**