

LOK SABHA SECRETARIAT

FAX: 23010756

(GENERAL PROCUREMENT BRANCH)

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110001

04.05.2022

F. No. LAFEAS-GPB021/4/2022-GPB

From

Rakesh Kumar Chhabra,  
Executive Officer

To

All Concerned

Subject : Quotation for Procurement of Consumable items for the use of Lok Sabha Secretariat

Dear Sir/Madam,

Lok Sabha Secretariat required the following items as one time procurement. The dealing firms interested and having their office at Delhi/NCR and Holder of GST Number may quote the rate of items as per following:

Sl. No.	Details of the item	Quantity	Brand (if any)	Offered rate (without GST)	% of GST extra (if any)
1	Charcoal (Good Quality) (as per requirement)	40 kg.			
2	Maida Lei-Readymade (Synthetic Gum 1 packet = 15 kg.) (Good Quality)	105 kg.			
3	Medium Eyelet (Size-5mm. Metal Type Brass, one packet = 500 pieces (Good Quality)	10 packets.			

- The items mentioned above are recurring items and the quantities mentioned are tentative, procurement will be made on actual requirement basis.
- Procurement of the above mentioned item will be met after approval of the sample/quality. **The Firms are requested to submit the sample alongwith their Bid. Before quoting the rate of the items, firms may visit Rota Print Section (36, GRG Road, New Delhi Tel No. 23035567) to examine the sample and offer the rate for the same.**
- Rate should be quoted on F.O.R. basis free delivery at site and should be valid for a period of 90 days from the date of awarding the order.
- On award of contract/order, the selected firm is bound to supply the material as per requirement/specification falling which; appropriate action may be initiated against the firm.
- Sealed Quotation with sample** may be submitted by hand in Room No. 408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi by **9<sup>th</sup> May, 2022 (upto 1700 hrs.)** addressed to the Executive Officer, General Procurement Branch, Parliament House Annexe, New Delhi – 110001. Quotation received after due date and incomplete quotation will not be considered.
- Lok Sabha Secretariat will have full and final authority to reject any/all offer(s) without assigning any reason thereof.

Yours faithfully,

  
(RAKESH KUMAR CHHABRA)  
EXECUTIVE OFFICER  
Tel. No. 23034408/23034410