

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

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

L. No. GPB022/9/2022-GPB

Dated: 26.05.2022

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 **30<sup>th</sup> May, 2022 (up to 1200 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.	Officer Rate per unit (in Rs.) Exclusive of GST	GST %
	(1)	(2)	(3)	(4)
1	All Out Machines with Refill, 45 Night	100 nos.		
2	Phool Jhadu, 400 gm, Gulab Rai	30 nos.		
3	Harpic Toilet Cleaner, 1 Ltr. Bottle	40 nos.		
4	Harpic Toilet Cleaner, 500 ML Bottle	70 nos.		
5	Dettol Original Liquid Handwash, 900 ML Bottle	15 nos.		
6	Dettol Original Liquid Handwash, 200 ML Bottle, Pink, Dispenser Bottle Pump	50 nos.		
7	Dettol Antiseptic Liquid, 500 ML	20 nos.		
8	Red Hit Spray, 400 ML	80 nos.		
9	Vim Dish Wash Bar, 200 gms	80 nos.		
10	Prill Dish Wash Liquid, 750 ML	30 nos.		
11	Scissors Munix (Length-13 cm)	20 nos.		
12	Scotch Brite Sponge	80 nos.		
13	Duracell Ultra AAA Battery	100 nos.		
14	Premier Tissue Paper Box, 100 Pulls, 2 Ply	200 box		
15	White Duster for Kitchen, 20 inch x 20 inch, Cotton Cloth, Good Quality	60 nos.		
16	Yellow Duster, 36"x36" size	50 nos.		
17	Godrej Airwick Air Freshener (Pouch), Each Pouch in 10 gms.	25 nos.		
18	Ezee, 1 ltr. in Plastic Bottle	15 nos.		
19	Face Towel Small (White), 12 inch x 12 inch	50 nos.		

20	Face Towel Small (Colour), 12 inch x 12 inch	60 nos.		
21	Oddy Double Sided Tape, 2 inch, Foam Tape	15 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.....**