

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

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

Ref.No.LAFEAS-GPB018(11)/3/2022-GPB

Dated: 14.09.2022

From

Rakesh Kumar Chhabra
Under Secretary

To,

(All concerned)

Subject: Quotation for supply of Adhesive Luggage Stickers and Tags to Lok Sabha Secretariat.

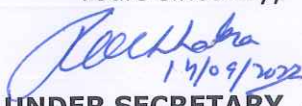
Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure the two types of stickers & Tags on urgent basis. The firms/companies have their Offices in **Delhi/NCR and GST Number** may quote the rates/prices for the items as per the format given below:

Sl. No.	Description of item	Required Qty.	Offered rates per unit (in Rs.) Exclusive GST	GST Rate in percentage
1	Luggage Stickers	500 nos.		
2	Luggage Tags	500 nos.		

2. **The quantity mentioned is tentative. Procurement will be made on actual requirement basis. Pictures of the samples are attached herewith (see below the notice). Before quoting rate of the items, firms may also verify/examine the physical samples on or before 15.09.2022 by 1400 hrs. and offer the rate on the letter pad. 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 from the date of Work Order.**
4. On award of contract/order, the selected firm is bound to supply the material as per sample/requirement/specification or else appropriate action may be initiated against the firm.
5. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill.
6. You are requested to submit quotation for the item mentioned above in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover or through **e-mail GPB-LSS@SANSAD.NIC.IN** immediately or latest by **15 September, 2022 (up to 1700 Hours)**. Quotations received after due date and incomplete quotation will not be considered.
7. Lok Sabha Secretariat will have full and final authority to reject any/all offer(s) without assigning any reason thereof.

Yours sincerely,


UNDER SECRETARY
Tel. Nos. 2303 4408
2303 4410

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PARLIAMENT OF INDIA, NEW DELHI



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