

**LOK SABHA SECRETARIAT**  
**(General Procurement Branch)**

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

**L. No. GPB18/3/2022**

**Dated: 31.08.2022**

From

Shalini Nayyar  
Executive Officer

To,

(All concerned)

**Subject: Quotation for supply of various consumable items to Lok Sabha Secretariat on urgent basis.**

Sir/Madam,

I am directed to state the Lok Sabha Secretariat intends to procure consumable items on urgent basis. The firms/companies which have their Office in **Delhi/NCR and GST Number** may quote the rates/prices for the items as per the format given below:

Sl. No.	Description of items	Required Qty.	Offered rates per unit (nos. in Rs.) Exclusive GST	GST Rate in percentage
1.	Water Fighter brand (WF-1021) waterproof rain suits (XXL/XL)	09 nos.		
2.	Dockets (as per sample)	06 nos.		
3.	Borosil glass Tumblers, 320 ml Capacity (set of 06 glasses)	01 set (6 No.)		
4.	Borosil Vision Water Jug with steel lid (1.75 ltr.)	01No.		
5.	Plastic Serving Tray (aprox 16X11 Inches)	01 No.		

2. The items are procured on recurring basis as and when demand arises. Therefore, the rate of item should be valid for a minimum period of 60 (Sixty 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. 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/firm 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. You are requested to submit quotation for the items mentioned above in Room No. 408, Parliament House Annexe, New Delhi under sealed cover or through e-mail [GPB-LSS@SANSAD.NIC.IN](mailto:GPB-LSS@SANSAD.NIC.IN) immediately or latest by 02/09/2022 (up to 1500 Hours). Quotations received after due date and incomplete quotation will not considered.
7. Lok Sabha Secretariat will have full and final authority to reject any/all offer (s) without assigning any reason thereof.

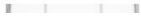
Yours sincerely,

  
31/8/22

EXECUTIVE OFFICER

Tel. Nos. 2303 4408

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PETITIONS

2022-8-23 11:44



**KebiCa**  
STATIONARY

OFFICE OF THE PUBLIC ACCOUNTANTS COMMITTEE  
Contact No. \_\_\_\_\_  
Room No. \_\_\_\_\_  
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PETITIONS

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