

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

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

L. No. 4/2021-GPB

Dated: 15.07.2021

From
Rakesh Kumar Chhabra
Executive Officer

To,
(All concerned)

Subject: Quotation for supply of Lemon Grass Oil (100 ml) to Lok Sabha Secretariat.


Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure **reputed brand** Lemon Grass Oil on urgent basis. The firms/companies have their Offices in **Delhi/NCR and GST Number** may quote the rate for the item as per the format given below:

Description of item	Required Qty.	Offered make/brand	MRP per Unit (in Rs.)	Offered rate per unit (in Rs.)	GST Rate in percentage
Lemon Grass Oil in 100 ml bottle	12 bottles (in 100 ml)				

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 or within 2 days 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/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. **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 16 July, 2021 (up to 1500 Hours). Quotation 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,


15/07/2021
EXECUTIVE OFFICER
Tel. Nos. 2303 4408
2303 4410