

LOK SABHA SECRETARIAT

FAX: 23010756

(General Procurement Branch)

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001

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

Dated: 23.12.2022

L. No. LAFEAS-GS016/38/2022-GS

From
R. K Chhabra
Under Secretary

To,
All concerned

Subject: Procurement of 6 Nos Center Stitching Staplers.

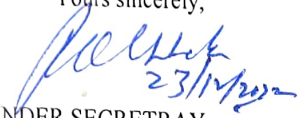
Sir/Madam,

I am directed to state that the Lok Sabha Secretariat intend to procure 6 **Center Stitching Staplers** on urgent basis. The firms/companies which have their Office in **Delhi/NCR and GST Number** may quote the rates/prices for the item as per the format given below:

Sl. No.	Description of item	Required Qty.	Offered rates per unit (nos. in Rs.) Exclusive GST	GST Rate in percentage
1	Center Stitching Staplers (Kangaro Stapler DS-45L)	6		

- Delivery of item shall be made immediately or by 05/01/2023.
- Prices should be quoted on F.O.D. [Destination basis (Free delivery at site)]. Delivery of item shall be made immediately from the date of Work Order.
- If work undertaken 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. If the item is found to have been quoted price beyond MRP, the firm will be excluded from further bidding process.
- No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill..
- You are requested to submit quotation for the items mentioned above in Room No. 408, Parliament House Annexe, New Delhi in sealed cover immediately or latest by 30/12/2022 (up to 1500 Hours). Quotations received after due date and incomplete quotation will not considered.
- Lok Sabha Secretariat will have full and final authority to reject any/all offer (s) without assigning any reason thereof.

Yours sincerely,


23/12/2022
UNDER SECRETARY
Tel. Nos. 2303 4410