

# 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

L. No. GPB17(15)/7/2022 GPB

Dated: 24.11.2022

From

Shalini Nayyar  
Executive Officer

To,

All concerned

**Subject: Procurement of various items for Lok Sabha Secretariat.**

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure the following item 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	Leather Diaries	50		
2	SOLO RC 601	100		
3.	Ajanta Quartz Wall Clocks (32 x 32 cm; Ivory Dial and Golden Rim)	02		

2 The items mentioned above are recurring item and the quantity mentioned is tentative, procurement will be made on actual requirement basis. Delivery of item shall be made immediately or by 02/12/2022.

3. 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.

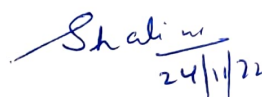
4. If work undertaken is found to be of a substandard (inferior quality)/substitute and not conforming to the required specifications, the bidders/firm will not only have to replace the same with genuine ones but they are also liable to be blacklisted.

5. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill. If the item is found to have been quoted price beyond MRP, the firm will be excluded from further bidding process.

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 by email at the address GPB-LSS@SANSAD.NIC.IN immediately or latest by 28/11/2022 (up to 1500 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,

  
24/11/22

EXECUTIVE OFFICER  
Tel. Nos. 2303 4410