

# LOK SABHA SECRETARIAT

FAX: 23010756

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110 001

(GENERAL PROCUREMENT BRANCH)

Ref. No. LAFEAS-GPB018(18)/39/2022-GPB

Dated: 16.06.2022

From

Shalini Nayyar  
Executive Officer

To

All Concerned

Subject: Procurement of Misc. items for Lok Sabha Secretariat. Dear

Sir/Madam,

Lok Sabha Secretariat requires following items as per sample and specifications on urgent basis. The firms having their offices at Delhi / NCR and GST Number may quote the rate of items, as per the format given below.

Sl.No.	Description of Item	Qty.
1	Cloth Napkin, Damask, White Color, Size 21x 21 inches	500 Nos.
2.	Balti for Dal Service, capacity 350 ml - 375 ml	75 Nos.
3	Flower Bud Vase, Ceramic white color vase	15 Nos.
4	Designer Thali set with Katori, SS, Strong and durable	100 Nos.
5	Service set bowl with wooden base for serving different type of chutneys, vinegar onion and achaar on table	15 Sets
6	Ethnic marble square tray with bowls for serving mouth freshener	02 Nos.

2. The quantity mentioned is tentative. Procurement will be made on actual requirement basis.
3. Rates should be quoted on F.O.R. basis (Free delivery at site) and should be valid for a period of thirty days from the date of awarding the order.
4. On award of contract/order, the selected firm is bound to supply the material as per specification/sample or else appropriate action may be initiated against the firm. One sample of each item is required for approval of the Competent Authority before executing the whole supply.
5. Quotation may be submitted by hand in Room No. 408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi - 11 00 01 by 27.06.2022 upto 1800 hrs. addressed to the Executive Officer, General Procurement Branch.

*Shalini*  
16/6/22

(SHALINI NAYYAR)  
EXECUTIVE OFFICER  
PHONE NOS. 23034408/4410