

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

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

L. No. 030(12)/7/2022-GPB

Dated: 23.05.2022

From
Rakesh Kumar Chhabra
Executive Officer

To,
(All concerned)

Subject: Supply of decorated marble plates to Lok Sabha Secretariat.

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure decorated marble plates on urgent basis. The firms/companies having their Offices in **Delhi/NCR and GST Number** may quote the rates for the items as per the format given below:

Sl. No.	Description of item	Required Qty.	Offered rate per unit exclusive of GST (in Rs.)	GST Rate in percentage
1	Golden Work decorated Marble Plates (Size 12 inches) with wooden stand in good quality velvet box	04 nos.		
2	Decorated Marble Plates Inly (Size - 10 inches) with wooden stand in good quality velvet box	02 nos.		

2. The bidders should invariably submit the samples of the items for which rates /prices are quoted before the last date for submission bids. **Bids received without samples will summarily be rejected.**

3. **The items are procured on recurring basis as and when demand arises. Therefore, the rates of items should be valid for a minimum period of 90 (ninety days) from the date of awarding the order.**

4. Prices should be quoted on F.O.D. [Destination basis (Free delivery at site)]. **Delivery of items shall be made immediately.**

5. 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.

6. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill.

7. You are requested to submit quotation for the item mentioned above in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover **immediately through 'BY HAND' latest by 24 May, 2022 (up to 1500 Hours)**. Quotations received after due date and incomplete quotation will not be considered.

8. Lok Sabha Secretariat will have full and final authority to reject any/all offer(s) without assigning any reason thereof.

Yours sincerely,


23/05/2022
EXECUTIVE OFFICER
Tel. Nos. 2303 4408
2303 4410