

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

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

L. No. 031/7/2022-GPB

Dated: 04.03.2022

From
Rakesh Kumar Chhabra
Executive Officer

To,
(All concerned)

Subject: Quotation for Large size Polycarbonate Suitcase.

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure **one large size Polycarbonate Suitcase** 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:

Description of item	Make/Brand and dimension of suitcase quoted by the bidder	Qty.	Offered rate per unit (in Rs.) excluding GST	GST Rate in percentage
Large size polycarbonate brand suitcase (size 30 inch approx.) (American Tourister/Aristocrat/VIP)		1 no.		

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.**
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 **immediately through 'BY HAND' or through e-mails at GPB-LSS@SANSAD.NIC.IN latest by 07 March, 2022 (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,


04/03/2022
EXECUTIVE OFFICER
Tel. Nos. 2303 4408
2303 4410