

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

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

**L. No. 018(18)/122/2021-GPB**

**Dated: 04.12.2021**

**From**

**Rakesh Kumar Chhabra  
Executive Officer**

**To,**

**(All concerned)**

**Subject: Quotation for supply of various items to Lok Sabha Secretariat.**

Sir/Madam,

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

Sl. No.	Name of items	antity	Offered rates per unit (in Rs.) Exclusive GST	GST Rate in percentage
1.	Duracell Alkaline 23A 12V Batteries	20 nos.		
2.	Duracell Ultra Alkaline 1.5 V AAA Batteries	200 nos.		
3.	Duracell Ultra Alkaline 1.5 V AA Batteries	200 nos.		
4.	Uniball Micro UB 150 Blue Pens	60 nos.		
5.	Gift Wrapping Paper Sheet, 100 GSM, Material – Art paper, Size 28 x 19 Inches <b>(As per sample)</b>	2,000 nos.		
6.	Bubble Sheet roll, Thickness – 8 mm, Width – 1 m, Length – 100 m	1 roll		
7.	Apex Transparent Tape – Width – 1 Inch and Length 65 meters	10 nos.		
8.	Apex Brown Tape – Width – 3 Inch and Length – 65 meters	05 nos.		

2. **The items are procured on recurring basis as and when demand arises. Therefore, the rates/prices of items 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 from the date of Work Order.**

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 or through **e-mail GPB-LSS@SANSAD.NIC.IN immediately or latest by 05 December, 2021 (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,

**Sd/-  
EXECUTIVE OFFICER  
Tel. Nos. 2303 4408  
2303 4410**

# IMAGE OF GIFT WRAPPING PAPER SHEET

