

# LOK SABHA SECRETARIAT

(General Procurement Branch)

FAX:23010756

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110 001  
Room No. 408, Fourth Floor,  
Parliament House Annexe,  
New Delhi – 110001

L. No. GPB036/88/2022 GPB

Dated: 21.11.2022

From

Shalini Nayyar  
Executive Officer

To

All concerned

**Subject: Procurement of 5000 Car Parking Labels 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 (in Rs.) Exclusive GST	GST Rate in percentage	Name of the Brand
1	Transparent Stickers	5000			

\* Sample Based

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 23/11/2022.**
3. **Firms may visit General Procurement Branch in Room No. 408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi to examine the sample and offer the rate for the same.**
4. Rate should be quoted on F.O.R. basis free delivery at site and should be valid for a period of 60 days from the date of awarding the order.
5. On award of contract/order, the selected firm is bound to supply the material as per requirement/specification. If the materials is found to be of a substandard (inferior quality)/substitute and not conforming to the required specifications, the bidders/firms will not have to replace the same with genuine ones but they are also liable to be blacklisted. **If the item is found to have been quoted price beyond MRP, the firm will be excluded from further bidding process.**
6. **Sealed Quotation with sample** may be submitted by hand in Room No. 408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi by **22.11.2022 (upto 1700 hrs.)** addressed to the Executive Officer, General Procurement Branch, Parliament House Annexe, New Delhi – 110001. Quotation received after due date and without sample 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,

  
22/11/22

EXECUTIVE OFFICER  
Tel. Nos. 2303 4410