

LOK SABHA SECRETARIAT
(General Procurement Branch)

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

L. No. GPB015/1/2022 GPB

Dated: 09.09.2022

From

Shalini Nayyar
Executive Officer

To,

All concerned

**Subject: Procurement for Mementos for the Occasion of
'Hindi Pakhwada-2022'.**

Sir/Madam,

I am directed to state the Lok Sabha Secretariat intend to procure 500 nos. stainless steel Tiffin Boxes (containing 3-4 compartments) 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 (nos. (in Rs.) Exclusive GST	GST Rate in percentage
1.	Stainless Steel Tiffin Box (containing 3-4 compartments) with the following inscription/printing: Hindi Pakhwada Rajbhasha Prabhag Lok Sabha Secretariat (in Hindi)	500 Nos.		

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 60 (Sixty 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 item shall be made immediately from the date of Work Order.
4. The Firms are requested to submit the sample alongwith their bid. Before quoting the rate of the item, firms may visit the office in Room No. 408, Parliament House Annexe, New Delhi to examine the sample.
5. Item 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/firm 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 items mentioned above in Room No. 408, Parliament House Annexe, New Delhi under sealed cover immediately or latest by 14/09/2022 (up to 1600 Hours). Quotations received after due date and incomplete quotation will not considered.
8. Lok Sabha Secretariat will have full and final authority to reject any/all offer (s) without assigning any reason thereof.

Yours sincerely,

Shabir
9/9/22

EXECUTIVE OFFICER

Tel. Nos. 2303 4408

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