

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

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

L. No. GPB022/11/2022-GPB

Dated: 12.07.2022

From

**Shalini Nayyar  
Executive Officer**

To,

(All concerned)

**Subject: Quotation for supply of Sanitary Items to Lok Sabha Secretariat.**

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure **Sanitary Items**. The complete specification along with quantity of items to be procured is at **Annexure**.

2. The firms/companies having their Offices in **Delhi/NCR and GST Number** may quote the rates/prices for the items mentioned at **Annexure** under sealed cover through **BY HAND immediately or latest by 14<sup>th</sup> July, 2022 (up to 1500 Hours) in Room No. 408, Parliament House Annexe, Lok Sabha Secretariat, New Delhi**. Quotation received after due date and incomplete quotation will not be considered.

**3. The required quantity of Quoted item must be readily available with the firm so that same could be supplied by the firm on 18.07.2022 positively**

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

Yours sincerely,



**EXECUTIVE OFFICER  
Tel. Nos. 2303 4408  
2303 4410**

## ANNEXURE

Sl. No.	Description of Items	Qty.	Officer Rate per unit (in Rs.) Exclusive of GST	GST %.
	(1)	(2)	(3)	(4)
1	Harpic Toilet Cleaner, 1 Ltr. Bottle	15 nos.		
2	Harpic Toilet Cleaner, 500 ML Bottle	40 nos.		
3	Phool Jhadu, 400 gm, Gulab Rai	20 nos.		
4	Biodegradable Garbage bags (Dimensions- L-12 Inch x H-26 Inch x W-4 Inch)	100 nos.		
5	Biodegradable Garbage bags (Dimensions- 24 Inch x H- 36 Inch)	100 nos.		
6	Black Hit Spray, 400 ML	80 nos.		
7	All out Refill, 45 night	80 nos.		
8	Dettol Liquid Handwash, 200 ML Bottle, Pink	40 nos.		
9	White Duster for Kitchen, 20 inch x 20 inch, Cotton Cloth, Good Quality	30 nos.		
10	Yellow Duster for Kitchen, 20 inch x 20 inch, Cotton Cloth, Good Quality	30 nos.		
11	Microfiber Duster (soft spun brand, 40x40 cms, 900 gsm) (as per sample)	40 nos.		
12	Vim Dish Wash Bar, 200 gms	80 nos.		
13	Prill Dish Wash Liquid, 750 ML	20 nos.		
14	Scissors Munix (Length-15 cm)	20 nos.		
15	Scotch Brite Steel Scrubber	60 nos.		
16	Scotch Brite Scrub Pad Green	50 nos.		
17	Face Towel Small (Coloured), 12 inch x 12 inch	60 nos.		
18	Premier Tissue Paper Box, 100 Pulls, 2 Ply	100 box		
19	Scissor (Medium size-6.2 inches total length)	10 nos.		

**Note: Items are required immediately.**

Signature of the bidder with seal  
Name of the Authorized Signatory.....  
Designation.....  
Name of the firm.....  
Full Address.....  
.....  
Contact No.....

