

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

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

L. No. GPB022/17/2022-GPB

Dated: 14.12.2022

From

**Shalini Nayyar
Executive Officer**

To,

(All concerned)

**Subject: Quotation for inviting of Procurement for Mouse Trap , Urinal Screen
Sheets and Water Bottle samples to Lok Sabha Secretariat.**

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure **Sanitary and Other 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 16th December, 2022 (up to 1600 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.

4. The required quantity of Quoted item must be readily available with the firm so that same could be supplied by the firm on 19.12.2022 positively

**5. Prices should be quoted on F.O.D. [Destination basis (Free delivery at site)].
Delivery of items shall be made immediately.**

6. 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.

7. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill.


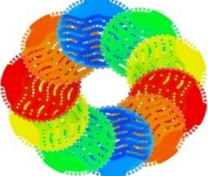

8. Lok Sabha Secretariat will have full and final authority to reject any/all offer(s) without assigning any reason thereof.

Yours sincerely,

Sd/-

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

ANNEXURE

Sl. No.	Name of Items	Specification	Quantity Required	Offered Rate (Rs.)	GST%
1	Mouse Trap	As per sample 	30 nos.		
2.	Urinal Screen Sheets	As per sample 	100 nos.		
3.	Steel water Bottle for storing hot water and cold water (Milton)	1 ltr. 	02 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.....