

LOK SABHA SECRETARIAT
(GENERAL PROCUREMENT BRANCH)

ROOM NO. 408,
PARLIAMENT HOUSE ANNEXE,
NEW DELHI - 110001

No. 32/New Year Items/2014-LSS

December 27, 2013

From

K.C. Pandey,
Under Secretary

To

All Concerned

Subject: Procurement of Glass Tumblers.

Sir/Madam,

I am directed to state that the **3,000 Glass Tumblers, Yera make (as per sample)** are proposed to be purchased by Lok Sabha Secretariat immediately.

2. Bidders are requested to examine the sample of Glass Tumbler in General Procurement Branch, Room No. 408, Lok Sabha Secretariat (Ph no. 20304408, 20304410) between **1500 hrs to 1700 hrs on all working days** before quoting the rates.

3. You are requested to submit quotations for the above along with sample of the item in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover **immediately or latest by 2nd January, 2014**. Quotations received after that date will not be considered.

4. **The rates quoted by the firms should be valid for minimum 60 days from the date of opening of quotation.**

5. Quotation should be comprised of (i) Price of Item (**rate should not be inclusive of VAT/ST**); (ii) Rate of VAT/ST (iii) Warranty and Warranty Period; (iv) Terms of Payment; (v) Validity of Rates; and (vi) Terms of Delivery. **Incomplete quotation shall be summarily rejected.**

6. **The selected bidders should complete the supply within one week of the placement of Purchase Order.**

7. This Secretariat reserves the right to place order for all, any one or none of the item depending upon the price quoted for item by the firm (s). In case a firm, after quoting the price, declines to supply the item for which they have quoted rate, the name of such a firm is likely to be **BLACKLISTED**.

Yours sincerely,

Sd/-
UNDER SECRETARY
Tel. No. 2303 4408
2303 4410