

LOK SABHA SECRETARIAT

~~FAX: 23010756~~

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

Ref.7/Photocopier & Printing Paper/GPB/2017

Dated the 28th June, 2017

From

**K.C. Pandey,
Deputy Secretary(GP&L)**

To

All concerned

Subject : Procurement of White Photocopier Paper (A-3 size, 80 GSM of JK Copier paper Brand).

Sir/Madam,

Lok Sabha Secretariat requires the following item as one time procurement. The firm/company interested and having their offices at Delhi/NCR may quote the rate of item as per specifications and format given below:-

Sl. No.	Name of item	Quantity	MRP, if any	Offer Rate(Rs./per ream	% of VAT	Total
1.	White Photocopier Paper (A-3 size, 80 GSM – JK Copier Paper Brand)	100 reams				

2. Firms/company may submit rates along with sample of the above item latest by **the 12th July, 2017 at 1600 hrs.**
3. Rates should be quoted on F.O.D. [(Destination basis) (Free delivery at site)].
4. The rates quoted should be valid for a period of 60 days from the last date fixed for receiving of the quotations.
5. The requirement of the said items may be increased or decreased at the time of procurement.
6. Quotations received after due date and without sample will not be entertained.
7. No advance payment will be made. Payment will only be released after supply of item.
8. Selected Firm/company may be blacklisted, if the quoted item has not been supplied within the stipulated date. If supplied item is found to be of a sub-standard (inferior quality)/substitute and not conforming to the required specifications as per sample, the firm/company will also liable to be blacklisted.
9. Lok Sabha Secretariat reserves the right to accept/reject any or all the quotations without assigning any reasons.
10. Quotation along with one ream of sample may be submitted by hand to the **Deputy Secretary(GP&L), Lok Sabha Secretariat, Room No.408, Parliament House Annexe, New Delhi-110001.**


28-6-2017
DEPUTY SECRETARY

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