

## LOK SABHA SECRETARIAT

FAX: 23010756

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110001

File No.LAFEAS-GPB017(13)/1/2018-GPB

Dated the 26 April, 2018

From

K.C. Pandey  
Deputy Secretary(GP)

To

All concerned

**Subject : Procurement of (I) Green Colour Photocopier Paper(A-4 size, 75/80 GSM, Sprint Brand); (ii) Printing Paper - Light Green(23"x36" size, 120 GSM, Bilt Brand).**

Sir/Madam,

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

Sl. No.	Name of items	Quantity	MRP, if any	Offer Rate(Rs.)/ per ream	% of VAT	Total
1.	Green Colour Photocopier Paper (A-4 size, 75/80 GSM, Sprint Brand)	300 reams				
2.	Printing Paper - Light Green (23"x36" size, 120 GSM, Bilt Brand)	05 reams				

2. Firms/company may submit rates along with samples(one Ream for Sl.No.1 and a piece of paper for Sl.No.2) of the above items latest by 07 May, 2018 at 1600 hrs. Without samples bids will not be considered.
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 samples may be submitted by hand to the **Deputy Secretary(GP), Lok Sabha Secretariat, Room No.408, Parliament House Annexe, New Delhi-110001.**

  
26.4.2018  
DEPUTY SECRETARY  
Phones:23034408/23034410