

LOK SABHA SECRETARIAT

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PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

No.LAFES-GPB017(13)/2/2018-GPB

Dated 20.06.2018

From

K.C. Pandey,
Deputy Secretary(GP)

To

All concerned

Subject : Procurement of Full Scape Photocopier Paper(White, 75 GSM)

Sir/Madam,

Lok Sabha Secretariat invites sealed bids for the supply of Full Scape Photocopier Paper(JK Brand). The Firms/Companies 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	Detail of quoted Paper (Brand/Company)	MRP, if any	Offer Rate(Rs.)/ per ream	% of GST	Total
1.	Full Scape Photocopier Paper (White, 75 GSM)	20 reams					

2. Firms/company may submit rates along with sample of the above item latest by **the 29.06.2018 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 90 days from the last date fixed for receiving of the quotations.
5. The rates quoted of the item should remain fixed for the validity period. The bidder should ensure that the item will be readily available during the validity period.
6. The requirement of the said items may be increased or decreased at the time of procurement.
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 may be submitted by hand to the Deputy Secretary(GP), Lok Sabha Secretariat, Room No.408, Parliament House Annexe, New Delhi-110001.


20.6.2018

DEPUTY SECRETARY

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