

**LOK SABHA SECRETARIAT**

FAX: 23010756

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110 001

No.LAFEAS-GPB017(13)/1/2022/GPB

Dated the 17<sup>th</sup> January, 2022

From

**Rakesh Kumar Chhabra**  
Executive Officer

To

All concerned

**Subject : Procurement of 200 Reams Green Photocopier Paper(A4 size, 75 GSM) for Lok Sabha Secretariat**

Dear Sir/Madam,

Lok Sabha Secretariat requires following paper on **urgent basis**. Firms having their offices at Delhi/NCR and GST Number Holder may quote the rate of Paper, as per specifications and format given below :

Sl. No.	Name of the Paper with specification	Quantity required	Offered Rate Per Ream (in Rs.)	% of GST	Name of Brand
1.	Green Photocopier Paper (A4 size, 75 GSM)	200 Reams (500 sheet in each Ream)			

2. The item is recurring item and quantity mentioned is tentative. Procurement will be made on actual requirement basis. **The Item must be quoted of the reputed Brand(s) and without mentioning the brand name quotation will be rejected.**

3. Rates should be quoted on F.O.R. basis(Free delivery at site) and should be valid for a period of **three Months(90 days)** from the date of awarding the order.

4. On award of contract/order, the selected firm is bound to supply the material as per Brand quoted by the firm and specifications of the Secretariat or else appropriate action may be initiated against the firm.

5. **Sealed Quotation with sample paper of quoted item** may be submitted by hand in Room No.408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi-110001 or by email at **GPB-LSS@SANSAD.NIC.IN** by **19.01.2022(upto 1400 hours)** addressed to the Executive Officer(GP), General Procurement Branch, Lok Sabha Secretariat.

  
(RAKESH KUMAR CHHABRA)  
EXECUTIVE OFFICER(GP),  
GENERAL PROCUREMENT BRANCH  
PHONES: 23034408/23034410