

LOK SABHA SECRETARIAT

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

No.LAFEAS-GPB017(13)/16/2021-GPB

Dated : 30.07.2021

From

Rakesh Kumar Chhabra
Executive Officer

To

All concerned

Subject : Procurement of 'Wood Free Photocopier Paper(White, A4 Size, 100 GSM)

Dear Sir/Madam,

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

Sl. No.	Name of the Item with specification	Quantity required	Rate(Rs.) MRP, if any	Offer Rate (in Rs.)	% of GST	Name of Brand
1.	Wood free Photocopier Paper, A4 Size, 100 GSM	50 Reams				

2. The quantity mentioned is tentative. Procurement will be made on actual requirement basis. Before quoting rate of the item, firms may visit General Procurement Branch to examine the sample of above item and offer the rate of the same. **The Paper must be quoted of the reputed Brand 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 **Ninety Days(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 along with sample of quoted Paper** may be submitted by hand in General Procurement Branch, Room No.408, 4th Floor, Parliament House Annexe, New Delhi-110001 by **05.08.2021(upto 1700 hours)** addressed to the undersigned on the aforementioned address.


30/07/2021
(RAKESH KUAMR CHHABRA)
EXECUTIVE OFFICER,
PHONES: 23034408/23034410