

LOK SABHA SECRETARIAT

FAX: 23010756

GENERAL PROCUREMENT BRANCH

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001

F. No. LAFEAS-GPB017(13)/14/2021-GPB

Dated 16.07.2021

From

Rakesh Kumar Chhabra
Executive Officer

To

All concerned

Subject: Procurement of Art Paper (White) size, 20"x30" GSM 120 & Art Paper (White) size, 20"x30" GSM 210 – urgent requirement

Sir/Madam,

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

Sl. No.	Name of the Item with specification	Quantity required	Rate (Rs.) MRP, if any	Offer Rate Per. Ream (in Rs.)	% of GST	Name of Brand
1.	Art Paper (White) size, 20"x30" GSM 120	03 Reams				
2.	Art Paper (White) size, 20"x30" GSM 210	05 Reams				

2. The Item is recurring item and quantity mentioned is tentative. Procurement will be made on actual requirement basis. Before quoting rate of the item, interested firm(s) may visit in General Procurement Branch to examine/verify the sample of item/Paper required for the Secretariat.

3. The Paper must be quoted of Reputed Brand. Quotation without mentioning the brand name will be rejected.

4. Rates should be quoted on F.O.R. basis (Free delivery at site) and should be valid for a period of Ninety Days(90) from the date of awarding the order.

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

6. Sealed Quotation with sample (small piece of quoted paper) may be submitted through email at gpb-iss@sansad.nic.in or by hand in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi-110001 by 22.07.2021 (upto 1700 hours.) addressed to the Executive Officer, General Procurement Branch, Room No. 408, Parliament House Annexe, Lok Sabha Secretariat-110001.


(RAKESH KUMAR CHHABRA)
EXECUTIVE OFFICER,
PHONES:23034408/23034410