

**LOK SABHA SECRETARIAT**  
**(GENERAL PROCUREMENT BRANCH)**

**SHORT TERM NOTICE INVITING LIMITED TENDER ENQUIRY(URGENT REQUIREMENT)**

**Tender No. LAFEAS-GPB017(13)/1/2019-GPB**

Date : 16.01.2019

From

K.C. Pandey,  
Deputy Secretary(GP)

To

All concerned

**Subject : Procurement of Yellow Colour Photocopier Paper (A4 Size, 75 GSM)(Only Reputed Brands).**

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Sir/Madam,

Lok Sabha Secretariat invites sealed Bids for Supply of 'Yellow Colour of Photocopier Paper(A-4 size, 75 GSM) of Reputed Brands' from Manufacturers/Mills/Authorized Distributors/Dealers having their Offices at Delhi/NCR. The Firm/Company may quote the Rate of Paper as per Specifications and Format given below:-

Sl. No.	Name of Item	Quantity	Brand of Paper	MRP, if any	OfferRate(Rs.)/ Per Ream	% of GST	Total
1.	Yellow Colour of Photocopier Paper (A-4 size, 75 GSM ) Only Reputed Brands	#50 Reams					

- # If required, Additional Reams of Paper may be demanded within the validity period of Tender.
- Firms/Company may submit Rates along with 01 Ream of Sample of the above Paper latest by **22nd January, 2019 at 1400 hrs.** Bids received after due date and without Sample will not be entertained.
  - Rates should be quoted on F.O.R. Lok Sabha Secretariat Store Basis.(Free delivery at Site). Delivery of the Material shall be arranged by the Firm/Company at their own cost at the Site.
  - The Rates quoted should be valid for a period of 90 days from the last date fixed for receiving of the Bids. A Bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.
  - The Rates quoted for Supply should remain fixed for the validity period. The Supplier should ensure that the Paper should be readily available with the Supplier during the validity period so as to be supplied within 5-8 days after placing of Order.
  - No Advance Payment will be made. Payment will only be released after Supply of Material.
  - Selected Firm/Company may be Blacklisted, if the quoted Paper has not been supplied within the stipulated Date/denied to supply. If supplied Material is found to be of a Sub-Standard(Inferior Quality)/Substitute and not conforming to the Required Specifications as per Sample, the payment of the Bill will not be made and other action as deemed fit may also be initiated against the Firm/Company.
  - Lok Sabha Secretariat reserves the right to accept/reject any or all the Bids without assigning any reasons.
  - Bid along with 01 Ream of Sample may be submitted by hand to the Deputy Secretary(GP), Lok Sabha Secretariat, Room No.408, Parliament House Annexe, New Delhi-110001.

  
16.1.2019  
DEPUTY SECRETARY(GP)  
Phone:23034408/23034410