

**LOK SABHA SECRETARIAT**

FAX: 23040750

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110001

No.LAFEAS-GPB017(13)/3/2019-GPB

Dated : 27.07.2020

From

**Rakesh Kumar Chhabra**  
Executive Officer

To

All concerned

**Subject : Procurement of 'White Super Sunshine Paper(23"x36" size, 80 GSM)'**

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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 Per Ream (in Rs.)	% of GST	Name of Brand
1.	White Super Sunshine Paper(23"x36" size, 80 GSM 'Made in India')	20 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 from 1400 hrs. onwards 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)** 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 may be submitted by hand in **Room No.408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi-110001** by **03.08.2020 at 1700 hours** addressed to the **Executive Officer, General Procurement Branch** or through e-mail address of the Branch i.e. : [gpb-lss@sansad.nic.in](mailto:gpb-lss@sansad.nic.in)

6. **In case the quotation containing rate of the Item is sent through e-mail, same may be sent between 1600 to 1700 hrs. on the last date for submission of quotation i.e.03.08.2020.**

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