

LOK SABHA SECRETARIAT

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001

No.LAFEAS-GPB017(13)/28/2021/GPB

Dated the 3rd January, 2022

From

Rakesh Kumar Chhabra
Executive Officer

To

All concerned

Subject : Procurement of Butter Paper(A4 size, 75 GSM, 7 different colour, 500 sheets in each packet) for Lok Sabha Secretariat

Dear Sir/Madam,

Lok Sabha Secretariat requires following items 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 Sheet (in Rs.)	% of GST	Name of Brand
1.	Butter Paper (A4 size, 75 GSM in 7 different colour) (As per Sample)	3500 Sheets (500 sheet in each packet)			

2. The quantity mentioned is tentative. Procurement will be made on actual requirement basis. Before quoting rate of the paper, firms may visit **Rota Print Section (36, G.R.G. Road, behind PHA)** to inspect the sample of above Paper. **The Item must be quoted of the reputed Brand and without mentioning the brand name and sample paper quotation will not be considered.**

3. Rates should be quoted on F.O.R. basis(Free delivery at site) and should be valid for a period of 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 sample and as approved by the Secretariat in terms of size, colour and specifications else appropriate action may be initiated against the firm.

5. **Sealed Quotation with sample of Paper (one sheet in A4 size)** may be submitted by hand in Room No.408, 4th Floor, Parliament House Annexe, New Delhi-110001 by **05.12.2022 at 1200 hours** addressed to the Executive Officer, General Procurement Branch, Lok Sabha Secretariat **or** by e-mail at **GPB-LSS@SANSAD.NIC.IN**


03/01/2022
(RAKESH KUAMR CHHABRA)
EXECUTIVE OFFICER,
PHONES: 23034408/23034410