

LOK SABHA SECRETARIAT

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001

No.LAFEAS-GPB017(13)/2/2022/GPB

Dated the 24th January, 2022

From

Rakesh Kumar Chhabra
Executive Officer

To

All concerned

Subject : Procurement of Super Sunshine Printing Paper for Lok Sabha Secretariat

Dear Sir/Madam,

Lok Sabha Secretariat requires following paper on urgent basis. Firms having their offices at Delhi/NCR and GST Number Holder may quote the rate of items, 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 (500 Sheets) (in Rs.)	% of GST	Name of Brand
1.	Super Sunshine Printing Paper(White, 23"x36" size, 80 GSM Sheets)	25 Reams (1 Ream = 500 Sheets)				

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 or Rota Print Section, 36 G.R.G. Road, Behind PHA Building** to examine the sample of above Paper before submission of quotations. **The Item 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 **Four Months(120 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 Item(at least in A4 size)** may be submitted by hand in **Room No.408, 4th Floor, Parliament House Annexe, New Delhi-110001** by **01.02.2022 at 1300 hours** addressed to the Executive Officer, General Procurement Branch, Lok Sabha Secretariat.

Sd/-

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