

LOK SABHA SECRETARIAT

FAX: 23010750

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110 001

No.LAFEAS-GPB017(13)/9/2022-GPB

Dated : 22.03.2022

From

Rakesh Kumar Chhabra  
Executive Officer

To

All concerned

**Subject : Procurement of '20 Gross/Packets Blue Cover Paper, 22"x28" size, 100 GSM' for Lok Sabha Secretariat**

\*\*\*\*\*

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 Gross/ Packet (in Rs.)	% of GST	Name of Brand
1.	Blue Cover Paper, 22"x28" size, 100 GSM (1 Gross=144 Sheets)	20 Gross/ Packets				

**2. The quantity mentioned is tentative. Procurement will be made on actual requirement basis. Before quoting rate and submission of Quotation, firms may examine the required paper/sample kept in Rota Print Section, 36, G.R.G. Road, behind PHA building. 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 with sample paper(at least in A4 size) may be submitted by hand in Room No.408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi-110001 by 28.03.2022 at 1600 hours addressed to the undersigned.**

  
(RAKESH KUAMR CHHABRA)  
EXECUTIVE OFFICER(GP)  
GENERAL PROCUREMENT BRANCH,  
NEW DELHI-110001  
PHONES: 23034408/23034410