

LOK SABHA SECRETARIAT
(GENERAL PROCUREMENT BRANCH)

Room No. 408, Fourth Floor,
Parliament House Annexe,
New Delhi-110001

L. No. GPB017(13)/17/2022-GPB

Dated: 12.10.2022

From
Under Secretary
General Procurement Branch
Lok Sabha Secretariat

To,
(All concerned)

Subject: Quotation for supply of Creamish Colour Textured Printing Paper and Envelops to Lok Sabha Secretariat.

Sir/Madam,

I am directed to state that Lok Sabha Secretariat intends to procure **Creamish Colour Textured Printing Paper and Envelops**. The complete specification along with quantity of items to be procured is at **Annexure**.

2. The firms/companies having their Offices in **Delhi/NCR and GST Number** may quote the rates/prices for the items mentioned at **Annexure** under sealed cover through **BY HAND immediately or latest by 13.10.2022 (up to 1200 Hours) in Room No. 408, Parliament House Annexe, Lok Sabha Secretariat, New Delhi**. Quotation received after due date and incomplete quotation will not be considered.

3. Firms are requested to quote the rates along with samples. If the item is found have been quoted priced beyond MRP, the firm will be excluded from further bidding process.

4. The required quantity of Quoted item must be readily available with the firm so that same could be supplied by the firm on 14.10.2022 positively

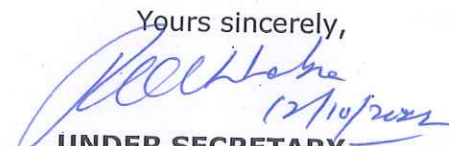
5. Prices should be quoted on F.O.D. [Destination basis (Free delivery at site)]. Delivery of items shall be made immediately.

6. Items to be supplied should be genuine and sealed. If any item is found to be of a substandard (inferior quality)/substitute and not conforming to the required specifications, the bidders/firms will not only have to replace the same with genuine ones but they are also liable to be blacklisted.

7. No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill.

8. Lok Sabha Secretariat will have full and final authority to reject any/all offer(s) without assigning any reason thereof.

Yours sincerely,


12/10/2022

UNDER SECRETARY
Tel. Nos. 2303 4408
2303 4410

ANNEXURE

Sl. No.	Name of Items and Specification	Quantity Req.
1.	Creamish Colour Envelopes, size 7.75" x 5.25", Vertical Orientation, 100 gsm, matching with the cards, as per sample	20000 nos. Envelops
2.	Creamish Colour Textured Printing Paper, size 23"x36", 300GSM for Greeting Cards, as per sample	04 reams (500 sheets in one ream)

Note: Items are required immediately.

Signature of the bidder with seal

Name of the Authorized Signatory.....

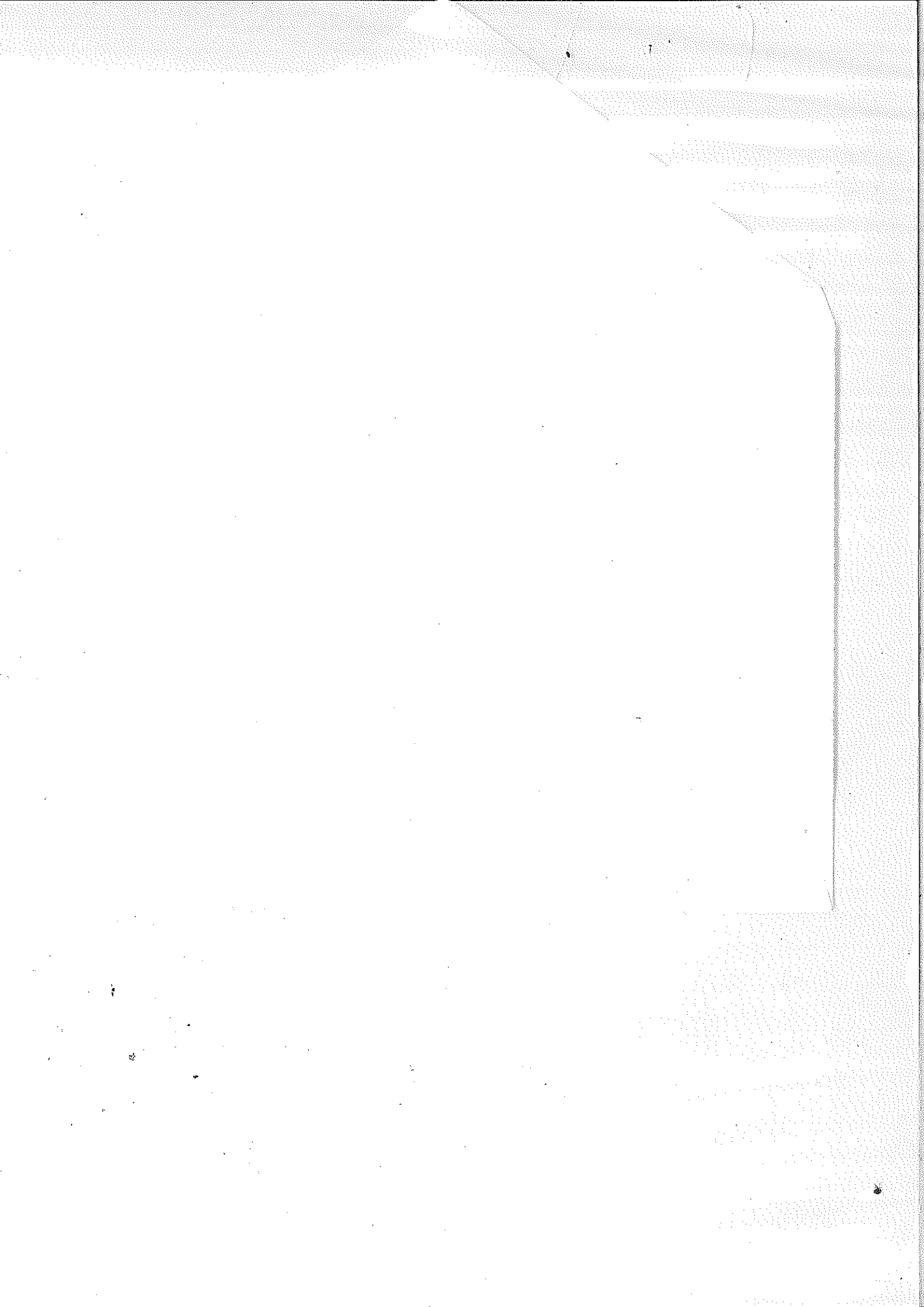
Designation.....

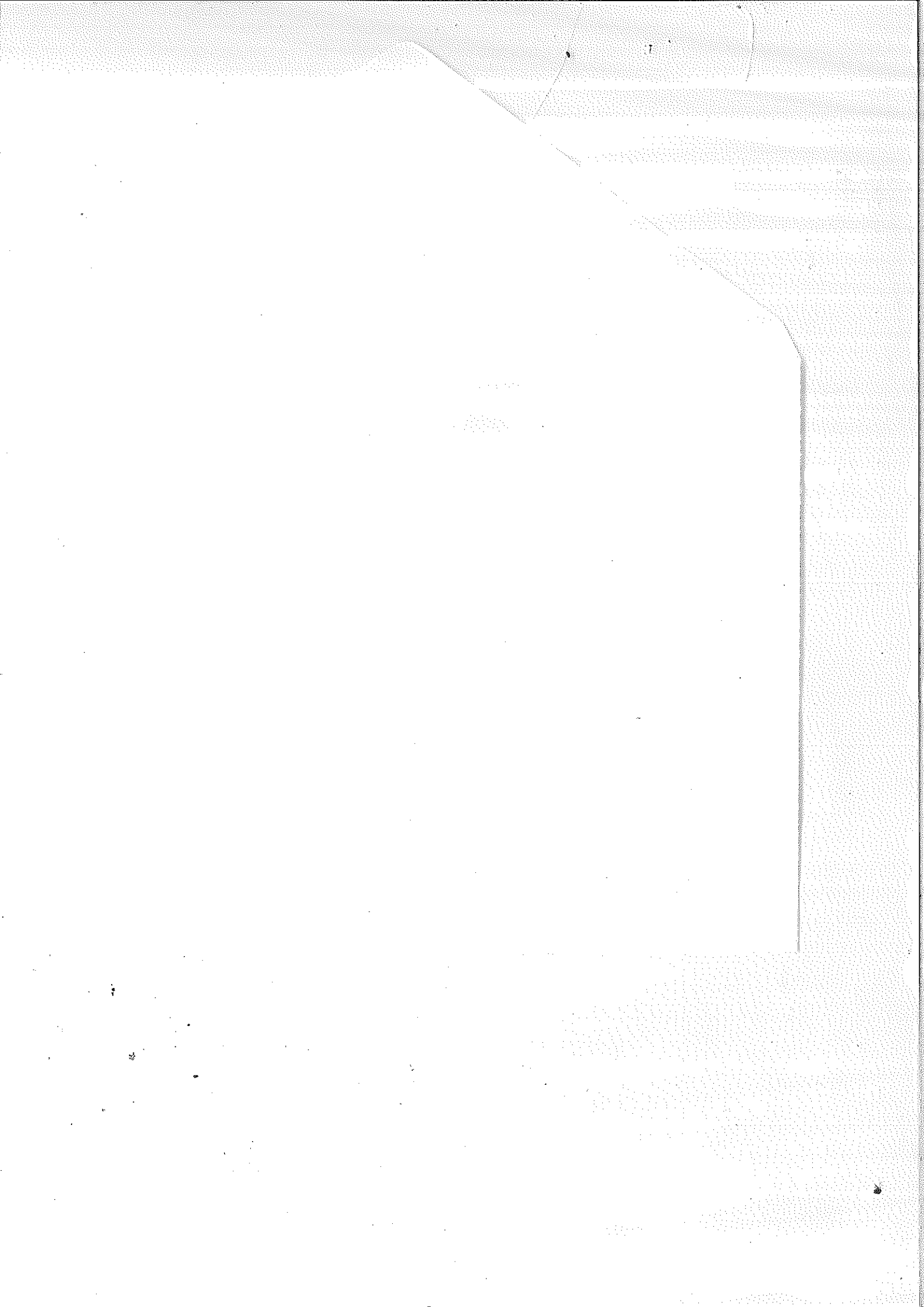
Name of the firm.....

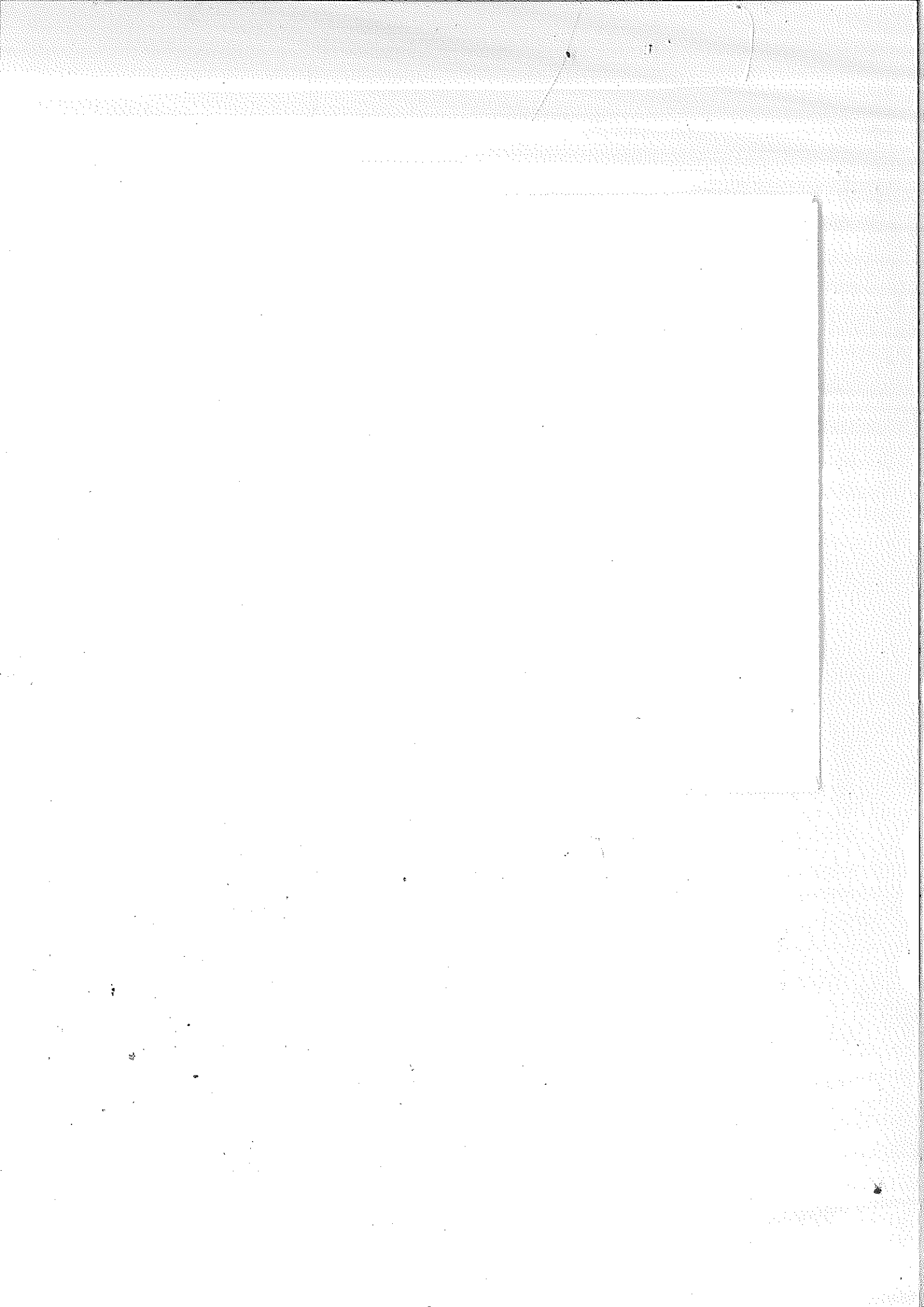
Full Address.....

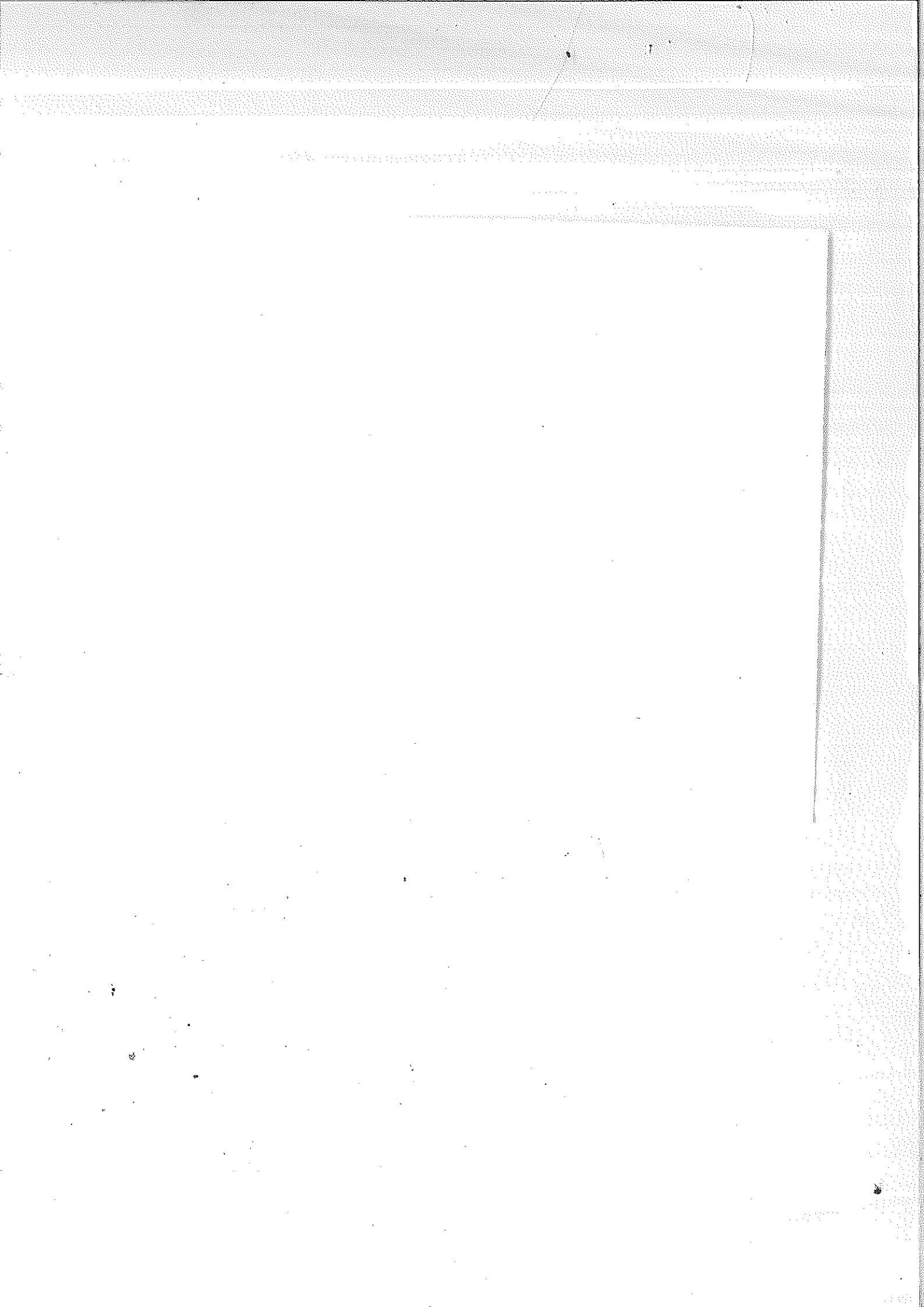
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Contact No.....









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