

LOK SABHA SECRETARIAT

Most Urgent

GENERAL PROCUREMENT BRANCH

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001

F. No. LAFEAS-GPB017(11)/8/2022-GPB

27.10.2022

From

Under Secretary,
General Procurement Branch

To

All Concerned

Subject : Procurement of (i) 300 Reams, A4 size, 75 GSM; and (ii) 500 Reams, A3 size, 75 GSM, White Plain Copier Papers for Lok Sabha Secretariat

Dear Sir/Madam,

Lok Sabha Secretariat requires the following Papers on urgent basis. The interested dealing firms and having their office at Delhi/NCR and Holder of GST Number may quote the rate of papers, as per the details given below:

Sl. No.	Details of the item	Quantity	Brand (if any)	Offered rate (without GST)	% of GST extra (if any)
1	White Plain Copier Paper, A4 size, 75 GSM	300 Reams			
2	White Plain Copier Paper, A3 size, 75 GSM	500 Reams			

- The quantity of papers mentioned above are tentative, procurement will be made on actual requirement basis.
- Rate 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.
- On award of contract/order, the selected firm is bound to supply the material as per requirement/specification falling which; appropriate action may be initiated against the firm.
- Firms are requested to quote the rates along with samples. If the items are found have been quoted priced beyond MRP, the firm will be excluded from further bidding process.
- The required quantity of Quoted Papers must be readily available with the firm so that same could be supplied by the selected firm immediately or latest by 29.10.2022 (before noon).
- Items to be supplied 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.
- No advance payment will be made for the supply of goods. Payment will only be released after submission of pre-receipted bill.
- Sealed Quotation with Sample of Paper(one ream of A4 size, 75 GSM and A3 size, 75 GSM in sealed wrapper of company) may be submitted by hand in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi by 28th October, 2022(upto 1400 hrs.) addressed to the undersigned.

Yours faithfully,


27/10/2022

UNDER SECRETARY
GENERAL PROCUREMENT BRANCH
LOK SABHA SECRETARIAT
Tel. No. 23034408/23034410