

**LOK SABHA SECRETARIAT**

FAX: 23010756

**(GENERAL PROCUREMENT BRANCH)**

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110001

**F. No. LAFEAS-GPB017/13/12/2022-GPB**

**21.10.2022**

**From**

**Shalini Nayyar,  
Executive Officer**

**To**

**All Concerned**

**Subject : Procurement of 60 Reams Artee Paper Size 25"x36"; 130 GSM for Rota Print Section for the use of Lok Sabha Secretariat. (copy of 'Tender Notice' is enclosed herewith)**

The last date of submission of Bids on the above subject has been extended up to 28.10.2022 (1500 hrs). All other Terms & Conditions of the Tender will remain unchanged.

Yours faithfully,

*Shalini*  
*21/10/22*

**EXECUTIVE OFFICER  
Tel. No. 23034408/23034410**

**LOK SABHA SECRETARIAT**  
(General Procurement Branch)

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PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110 001

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

Dated: 13.10.2022

L. No. GPB017(13)/12/2022 GPB

From

Under Secretary  
General Procurement Branch

To

All concerned

**Subject: Procurement of 60 Reams Artee Paper (130 GSM) of Size 25"x36 for Lok Sabha Secretariat**

Sir/Madam,

I am directed to state the Lok Sabha Secretariat intends to procure the following items on **urgent basis**. The firms/companies which have their Office in **Delhi/NCR and GST Number** may quote the rates/prices for the items as per the format given below:

Sl. No.	Description of item	Required Qty.	Offered rates per unit (in Rs.) Exclusive GST	GST Rate in percentage	Name of the Brand
1	Artee Paper Size* (130 GSM) of size 25"x36"	60 Reams			

\* Sample Based

2. The items mentioned above are recurring item and the quantity mentioned is tentative, procurement will be made on actual requirement basis. **Delivery of item shall be made immediately or by 28/10/2022.**
3. **Firms may visit Rota Print Section (36, GRG Road, New Delhi Tel No. 23035567) OR General Procurement Branch in Room No. 408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi to examine the sample and offer the rate for the same.**
4. Rate should be quoted on F.O.R. basis free delivery at site and should be valid for a period of 60 days from the date of awarding the order.
5. On award of contract/order, the selected firm is bound to supply the material as per requirement/specification. If the materials is found to be of a substandard (inferior quality)/substitute and not confirming to the required specifications, the bidders/firms will not have to replace the same with genuine ones but they are also liable to be blacklisted. **If the item is found to have been quoted price beyond MRP, the firm will be excluded from further bidding process.**
6. **Sealed Quotation with sample** may be submitted by hand in Room No. 408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi by **20th October, 2022 (upto 1500 hrs.)** addressed to the Executive Officer, General Procurement Branch, Parliament House Annexe, New Delhi – 110001. Quotation received after due date and without sample will not be considered.
7. Lok Sabha Secretariat will have full and final authority to reject any/all offer (s) without assigning any reason thereof.

Yours sincerely,

  
13/10/2022  
UNDER SECRETARY  
Tel. Nos. 2303 4408