

LOK SABHA SECRETARIAT

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001

No.LAFEAS-GPB017(13)/9/2021-GPB

Dated the 7th June, 2021

From

Rakesh Kumar Chhabra
Executive Officer

To

All concerned


**Subject : Procurement of 70 Reams Maplitho Paper, Natural Shade(70 GSM, 20"x30" size)
– urgent requirement**

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 Paper, 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 (in Rs.)	% of GST	Name of Brand
1.	Maplitho Paper, Natural Shade, 70 GSM, 20"x30" Size	70 Reams				

2. The above said item is recurring item and the quantity mentioned is tentative. Procurement will be made on actual requirement basis.
3. Before quoting rate of the Paper, interested firm(s) may visit in General Procurement Branch to examine/verify the sample of above Paper. **The Paper must be quoted of Reputed Brand. Quotation without mentioning brand name will not be considered.**
4. 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.
5. On award of contract/order, the selected firm is bound to supply the material as per Brand quoted by the firm and size and specifications of the Secretariat or else appropriate action may be initiated against the firm.
6. Sealed Quotation with sample(small piece of quoted paper) may be submitted **by hand only** in **Room No.408, 4th Floor, Parliament House Annexe, New Delhi-110001** by **15.06.2021(upto 1300 hours)** addressed to the **Executive Officer, General Procurement Branch, Room No.408, Parliament House Annexe, Lok Sabha Secretariat-110001.**


07/06/2021
(RAKESH KUAMR CHHABRA)
EXECUTIVE OFFICER,
PHONES: 23034408/2305437