

LOK SABHA SECRETARIAT
(General Procurement Branch)

FAX: 23010756

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

- 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.**
- Firms may visit Rota Print Section (36, GRG Road, New Delhi Tel No. 23035567) OR General Procurement Branch in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi to examine the sample and offer the rate for the same.
- 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.
- 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.**
- Sealed Quotation with sample** may be submitted by hand in Room No. 408, 4th 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.
- 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