

LOK SABHA SECRETARIAT

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

No.LAFEAS-GPB017(13)/19/2021/GPB

Dated the 22nd September, 2021

23

From

Rakesh Kumar Chhabra
Executive Officer

To

All concerned

Subject : Procurement of 25 Reams White Printing Paper(White, 23"x36" size, 100 GSM) for Lok Sabha Secretariat

Dear Sir/Madam,

Lok Sabha Secretariat requires following items 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 Paper with specification	Quantity required	Offered Rate Per Ream (in Rs.)	% of GST	Name of Brand
1.	White Printing Paper, 23"x36" size, 100 GSM (As per Sample) required for D.O. Letter	25 Reams (500 sheet in each Ream)			

2. The item is recurring item quantity mentioned is tentative. Procurement will be made on actual requirement basis. Before quoting rate of the paper, firms may visit either in GP Branch(Room No.408, PHA) or Rota Print Section(36, G.R.G. Road, behind PHA) to examine/verify the sample of above paper. **The Item must be quoted of the reputed Brand and without mentioning the brand name quotation will be rejected.**

3. Rates should be quoted on F.O.R. basis(Free delivery at site) and should be valid for a period of **Six Months(180 days)** from the date of awarding the order.

4. On award of contract/order, the selected firm is bound to supply the material as per Brand quoted by the firm and specifications of the Secretariat or else appropriate action may be initiated against the firm.

5. **Sealed Quotation with sample{small piece(minimum A4 size) of quoted paper}** may be submitted by hand in Room No.408, 4th Floor, Parliament House Annexe, New Delhi-110001 by **29.09.2021 at 1200 hours** addressed to the Executive Officer, General Procurement Branch, Lok Sabha Secretariat.


(RAKESH KUAMR CHHABRA)
EXECUTIVE OFFICER,