

LOK SABHA SECRETARIAT

(GENERAL PROCUREMENT BRANCH)

FAX: 23010756

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110 001

F. No. LAFEAS-GPB021/19/2022-GPB

14.10.2022

From  
Deputy Secretary,  
To  
All Concerned

Subject: Quotation for Procurement of 35 Reams of Glossy Printing Paper, size 25"X36", 100 GSM for the use of Lok Sabha Secretariat.

Dear Sir/Madam,

Lok Sabha Secretariat intends to procure the following item on urgent basis. The interested dealing firms having their offices at Delhi/NCR and GST Number may quote the rate/prices for the item as per the format given below:

Sl. No.	Details of the item	Specification	Quantity	Brand	Offered rate (without GST)	% of GST extra (if any)
1	Glossy Printing Paper*	Size -25"x36"	35 Reams			
		100 GSM				

\* Sample Based item.

- The item mentioned above is recurring item and the quantity mentioned is tentative, procurement will be made on actual requirement basis. **Delivery of item shall be made immediately or within a week.**
- The Firms may visit Rota Print Section (36, GRG Road, New Delhi Tel No. 23035567) 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 material is found to be of a substandard (inferior quality)/substitute and not confirming 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. **If the price of the item is found to have been quoted beyond MRP, the firm will be excluded from further bidding process.**
- Sealed Quotation with sample** may be submitted by hand in Room No. 408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi by **21st 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 faithfully,



DEPUTY SECRETARY  
Tel. No. 23034408/23034410