

F. No. LAFEAS-GPB021/18/2022-GPB

13.10.2022

From
Under Secretary,
General Procurement Branch

To
All Concerned

Subject : Quotation for Procurement of Gift Wrapping Paper and Hard Board items for the use of Lok Sabha Secretariat.

Dear Sir/Madam,


Lok Sabha Secretariat require following items urgently. The dealing firms interested and having their offices at Delhi/NCR and Holder of GST Number may quote the rate of items as per following:

SI. No.	Name of the item	Specification	Qty.	Brand	Offered rate (Without GST)	% of GST extra (if any)
1.	Gift Wrapping Paper*	In different colour and design (01 packet=50 Sheets) Size 20"x28"	1000 Sheets			
2.	Hard Board 18 Oz*	Weight 25 Kg. per bundle (minimum 40 sheets in each bundle) (Good Quality)	30 Bundles			

* Sample Based

- The items mentioned above are recurring item and the quantity mentioned is tentative, procurement will be made on actual requirement basis.
- 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 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 1700 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,


13/10/2022
UNDER SECRETARY
Tel. No. 23034408/23034410