

**LOK SABHA SECRETARIAT  
(GENERAL PROCUREMENT BRANCH)**

**SHORT TERM NOTICE INVITING LIMITED TENDER ENQUIRY(URGENT REQUIREMENT)**

No.LAFEAS-GPB015/1/2018-GPB

Date : 07.06.2018

From

**K.C. Pandey,  
Deputy Secretary(GP)**

To

**All concerned**

**Subject : Procurement of Photocopier Paper(White, A-4 size, 75 GSM, BILT/JK/Andhra Paper/TNPL brands of Paper only).**

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Sir/Madam,

Lok Sabha Secretariat invites sealed bids for supply of **Photocopier Paper(White, A-4 size, 75 GSM, BILT/JK/Andhra Paper/TNPL brands of Paper only)** from Manufacturers/Mills/Authorized Distributors/Dealers having their offices at Delhi/NCR. The firm/Company may quote the rate of item as per specifications and format given below:-

Sl. No.	Name of item	Quantity	MRP, if any	Offer Rate(Rs.)/ per ream	% of GST	Total
1.	#Photocopier Paper (White, A-4 size, 75 GSM – BILT/JK/Andhra Paper/TNPL Brands of Paper only)	*500 reams				

\* If required, additional Paper of Reams may be demanded within the validity period of tender.

# Preference will be given for quoting the best quality of "Recycled Paper" for the use of Photocopier Machines.

2. Firms/company may submit rates along with 04 Reams of Samples of the above item latest by **the 18.06.2018 at 1600 hrs.** Bids received after due date and without sample will not be entertained.
3. Bidder(s) should have to furnish EMD Rs.2000/- in the form of Banker's Cheque/Demand Draft in favour of 'Drawing and Disbursing Officers, Lok Sabha. The submission of EMD is compulsory for all the bidders and no exemption will be granted for submission of EMD in any case. The EMD of unsuccessful bidders will be discharged/returned immediately after finalization of selection process without any interest. EMD of the successful bidder will be discharged/returned after completion of tender obligations.
4. Rates should be quoted on F.O.R. Lok Sabha Secretariat Store basis.(Free delivery at site). Delivery of the item shall be arranged by the firm/company at their own cost at the site.
5. The rates quoted for supply should remain fixed for the validity period. The supplier should ensure that the items will be readily available during the validity period.
6. Bidder should be authorized distributor/dealer/registered supplier of the item.

.....2/-

7. Bidder should have minimum three years of experience of supplying the items to the Departments/Ministries of the Government of India/PSUs/Autonomous Bodies(Copies of Purchase Orders received from Govt. Depts./PSUs during each of the last three years should be enclosed).
8. Copy of GST registration, PAN as well as Income Tax Return filed for the last three financial years should have to be attached with the bids.
9. Quality Assurance Certification(like ISO 9001, ISI/BIS/CE/FDA certification, etc.) issued by the authorized organization should be attached with the bid.
10. Bidder should not have been blacklisted by the Departments/Ministries of the Government of India/PSUs/Autonomous Bodies(submit Undertaking at **Annexure-I**).
11. The rates quoted should be valid for a period of 90 days from the last date fixed for receiving of the bids. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.
12. The requirement of the said item may be increased or decreased at the time of procurement.
13. No advance payment will be made. Payment will only be released after supply of item.
14. **Selected Firm/company may be blacklisted, if the quoted item has not been supplied within the stipulated date/denied to supply. If supplied item is found to be of a sub-standard(inferior quality)/substitute and not conforming to the required specifications as per sample, the firm/company will liable to be blacklisted and amount of Bid Security will be forfeited.**
15. All documents should be attached with the bid after signing and numbering by the bidder. This Notice Document should also be attached with the bid after signing as proof of having read the contents therein and in acceptance thereof.
16. Lok Sabha Secretariat reserves the right to accept/reject any or all the bids without assigning any reasons.
17. Bid along with 04 Reams of sample may be submitted by hand to the **Deputy Secretary(GP), Lok Sabha Secretariat, Room No.408, Parliament House Annexe, New Delhi-110001.**

  
7-6-2018

**DEPUTY SECRETARY(GP)**  
**Phone:23034408/23034410**

**SUPPLY OF PHOTOCOPIER PAPER(WHITE, A-4 SIZE, 75 GSM)**  
**TO LOK SABHA SECRETARIAT**

**DECLARATION**

Tender No. LAFEAS--GPB015/1/2018-GPB

From

M/s. ....  
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To

**The DEPUTY SECRETARY (GP),  
General Procurement Branch  
Lok Sabha Secretariat,  
Parliament House Annexe,  
New Delhi-110001.**

Dear Sir,

I/We have read and understood the contents of the 'SHORT TERM NOTICE INVITING LIMITED TENDER ENQUIRY(URGENT REQUIREMENT) for Supply of Photocopier Paper(White, A4 size, 75 GSM)' and agree to abide by the terms and conditions laid therein.

2. I/We further undertake that none of the Proprietor(s)/Partner(s)/Director(s) of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned / suspended business dealings.

Yours faithfully,

**(Signature of the Proprietor/Partner)**

**Name:**

**Designation with Seal of the Firm**

**Date:**

