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**GOVT. OF INDIA STATIONERY OFFICE
MINISTRY OF URBAN DEVELOPMENT
3, CHURCH LANE, KOLKATA-700 001.**

Running Contract No.I-11016/ D-5/18/2010-C&P

Dated: 03/12/2010

To

M/s. ORIENT SALES AGENCY

167, OLD CHINA BAZAR STREET(3RD FLOOR)

KOLKATA-700 001.

Sub: *Running Contract for Ball Point Pen during the period from 03-12-2010 to 31/03/2011.*

Ref: *Your tender forwarded with letter No.OSA/206/2010-11 dated 18-11-2010 against this office Invitation to Tender No. .I-11015/ D-5/2010-C&P dated 04-11-2010.*

.....

GENTLEMEN,

1. I have to inform you that your above tender for the stores specified in the Schedule annexed hereto has been accepted for and on behalf of the President of India on the terms and conditions specified in the said Schedule..

2. You are hereby called upon and required to furnish the Security Deposit of Rs.66,900/- (Rupees Sixty-six thousand nine hundred only) @ 5% of the total value of Contract within 15 days from the date hereof in accordance with the provision of Clause (5) of the General Conditions of the Contract. The Security money should invariably be deposited in the name of the firm and on no account in the name of any person. In no circumstances will the Security Deposit be accepted in cash. The Security Deposit should be furnished in any of the forms, as prescribed under clause 5(a)(i) of General Conditions of the Contract to be assigned in favour of the Dy. Controller, Stationery(Admn), GISO, Kolkata-700 001.

3. Actual supplies of stores should not, however, be made until the receipt of further instructions from this office. These will be communicated to you in formal supply orders with the dates and places of delivery duly incorporated therein and you shall supply the stores in accordance therewith.
4. Designation of Officers competent to issue Supply Orders:-
 - i) **Dy. Controller, Stationery(Admn).**
 - ii) **Asstt. Controller, Stationery**
5. Prices: As indicated in the Schedule which will remain firm and fixed during the currency of the contract.
6. Period covered by the Contract: From 03-12-2010 to 31/03/2011
7. Date of Delivery: As stipulated in the respective supply orders to be issued against this A/T.
8. Terms of Delivery: Free Delivery in GISO, Kolkata & RSD, New Delhi, RSD, Mumbai & RSD, Chennai.
9. Inspection:
 - (a) By the Deputy Controller(Inspection), Govt. of India Stationery Office, Ministry of Urban Development, 3, Church Lane, Kolkata-700 001 or his authorized representative.
 - (b) Place at which stores are to be: At the Factory Premises of your Manufacturer tendered for inspection. M/s. Linc Writing Aids Pvt. Ltd., 11, Pollock Street, Kolkata-700 001.
10. Specification: The stores shall conform to the prescribed specification as given in the Schedule to the Invitation to Tender No..**I-11015/SOD-5/2010-C&P** dated 04-11-2010. This has been certified by your manufacturer in their letter dated 09-11-2010.
11. Conditions of Contract: As laid down in (i) the Form Invitation to Tender and Instructions to persons tendering and (ii) General Conditions of Contract.
12. Paying Authority: Accounts Officer, Pay & Accounts Office(Ptg.), Ministry of Urban Development, C.G.O. Complex, 3rd MSO Building, Sector-I, DF Block, D-Wing, 4th Floor, Salt Lake City, Kolkata-700 064.
13. Payment Terms:: 90% advance payment on proof of inspection and despatch/delivery and the balance 10% on receipt of stores by the consignee in good condition.
14. Head of Accounts: As indicated in the Supply Orders.
15. Name of the Purchaser: The President of India.

16. Name of the Accounts Officer of the Indentor through whom the cost is to be debited: As indicated in the Supply Orders.

17. This contract is concluded by this acceptance: Please acknowledge receipt of the attached Acknowledgement Slip.

Yours faithfully,

Encl: **As stated above.**

(M. ROY)
**ASSTT. CONTROLLER, STATIONERY(P)
FOR CONTROLLER OF STATIONERY.
FOR AND ON BEHALF OF THE PRESIDENT OF INDIA.**

Copy to:-

1. The Accounts Officer, Pay & Accounts Office(Ptg.), Ministry of Urban Development, C.G.O. Complex, Sector-I, DF Block, D-Wing, 4th Floor, Salt Lake City, Kolkata-700 064. This purchase has the approval of the Tender Committee dated 30-11-2010.
2. The Deputy Controller(Inspection), GISO, Kolkata-700 001.
3. The Asstt. Controller, Inspection, GISO, Kolkata-700 001.
4. Asstt. Controller, Stationery(P)-II, GISO, Kolkata-700 001.
5. Asstt. Controller, Stationery, RSD, Netaji Nagar, New Delhi-110023.
6. Asstt. Controller, Stationery, RSD, New CGO Building, New Marine Lines, Mumbai-20.
7. Asstt. Controller, Stationery, RSD, 63, College Road, Chennai-600 006.
8. Dy. Controller, Stationery(Admn), GISO, 3, Chruch Lane, Kolkata-700 001.
9. Asstt. Controller, Stationery(Supply), GISO, Kolkata-700 001.
10. Asstt. Controller, Stationery(Stores), GISO, Kolkata-700 001.
11. Financial Officer, GISO, Kolkata-700 001.
12. Dy. Secretary(PSP), Ministry of Urban Development, Nirman Bhawan, New Delhi-110108..
13. Commercial Tax Officer, Netaji Subhash Road Charge, 14, Beliaghata Road, Kolkata-700015
14. P.A. to Controller of Stationery, GISO, Kolkata-1. (15) Purchase Br.-II (16) Progress Sec.
17. Central Stock (18) Tender File (19) Guard File (20) Hindi Cell.

ASSTT. CONTROLLER, STATIONERY(P).

SCHEDULE TO THE RUNNING CONTRACT.

1	RUNNING CONTRACT NO.	Running Contract No.I-11016/ D-5/18/2010-C&P Dated: 03/12/2010
2	NAME OF THE FIRM	M/s. ORIENT SALES AGENCY, 167, OLD CHINA BAZAR STREET(3 RD FLOOR), KOLKATA-700 001.
3	PERIOD COVERED BY THE CONTRACT	FROM 03-12-2010 TO 31-03-2011
4	FIRM'S TENDER FORWARDED WITH LETTER	LETTER DATED 18-11-2010.

5. STORES:**SCHEDULE**

Group No. on Invitation to Tender & Vocab No.	Description of Stores	Quantity for supply during the period from 03-12-2010 to 31-03-2011	Quality	Unit	Accepted Rates FREE DELIVERY IN			
					GISO KOLKATA	RSD, NEW DELHI	RSD, CHENNAI	RSD, MUMBAI
SOD-5 (IO65))	Ball Point Pen	1,50,000 Nos. (One Lakh fifty thousand Nos.) + 25%	As per BIS/ GISO Specification No.IS:5653-1970 as amended upto date.	Per each Nos.	Rs. 8.82 (Rupees eight and paisa eighty-two only)	Rs. 8.92 (Rupees eight and paisa ninety-two only)	Rs. 8.92 (Rupees eight and paisa ninety-two only)	Rs. 8.92 (Rupees eight and paisa ninety-two only)

N. B.:-

1. The above rates are inclusive of VAT/CST @ 4%.
2. Packing and Marking of supplies as specified in the "Invitation to Tender" should be strictly adhered to. Description of stores and actual quantity should invariably be indicated on each package, big or small.
3. Octroi Exemption Certificate and Way Bill will be provided, if required.
4. You will supply the stores manufactured by M/s. Linc Writing Aids Pvt. Ltd., Kolkata.
5. Notification of despatch of stores in regard to each and every consignment should be made immediately to the Consignee and the Deputy Controller, Stationery(Admn), GISO, 3, Church Lane, Kolkata-700 001.
6. No deviation from the laid down specification will be accepted.
7. Inspection Notes will remain valid for 30(Thirty) days from the date of its issue or upto the last date of the contract, whichever is earlier.

8. A monthly statement in duplicate of all supply orders received against this contract and supplies made against each of them must be sent to the Deputy Controller, Stationery(Admn), GISO, 3, Church Lane, Kolkata-700 001 by name within 15th of the following month that to which it relates without fail till the supply orders are executed in full.
9. Total Value : Rs.13,38,000/- (Rupees Thirteen lakhs thirty-eight thousand only)
+ 25%

ASSTT. CONTROLLER, STATIONERY(P)

**GOVT. OF INDIA STATIONERY OFFICE
MINISTRY OF URBAN DEVELOPMENT
3, CHURCH LANE, KOLKATA-700 001.**

RATE COMPILATION SHEET FOR THE ITEM OF BALL POINT PEN (GROUP NO. SOD-5) & VOCAB NO. IO-65)

Sl No.	Tender No.	Name of Firm	Rates for Free Delivery in							
			GISO, KOLKATA	RSD, NEW DELHI	RSD, CHENNAI	RSD, MUMBAI	Kendriya Bhandar, Kolkata	Kendriya Bhandar, New Delhi	Kendriya Bhandar, Chennai	Kendriya Bhandar, Mumbai
1.	T-2	M/s Orient Sales Agency, 167, China Bazar Street (3 rd Floor), Kolkata-700001	Rs.8.82 each. VAT/CST @ 4% included	Rs.8.92 each. VAT/CST @ 4% included	Rs.8.92 each. VAT/CST @ 4% included	Rs.8.92 each. VAT/CST @ 4% included				

ASSTT. CONTROLLER, STATIONERY(P)