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

Running Contract No.I-11016/BO-42/11R/2010-C&P

Dated:08-12-2010

To
M/s. Ashoka Paper Products
408, Essel House, 4th floor
10, Asaf Ali Road
New Delhi-110002.

Sub: *Rate Contract for supply of Scribing Pads(100 Sheets) during the period from 08-12-2010 to 31-03-2011.*

Ref: Your tender forwarded with letter No.APP/AD/X/GISO/P-BID/SP-02 dated 22-11-2010 against this office Invitation to Tender No.I-11015/BO-42/2010-C&P(LT) dated 10-11-2010

.....

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. 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.
3. Designation of Officers competent to issue Supply Orders:-
 - i) **Dy. Controller, Stationery(Admn).**
 - ii) **Asstt. Controller, Stationery**

4. Prices: As indicated in the Schedule which will remain firm and fixed during the currency of the contract.
5. Fall Clause: As laid down in Para 4 of Special Conditions governing Rate Contract, you are accordingly advised to furnish a certificate regarding Price conditions direct to the Accounts Officer, Pay & Accounts Office(Ptg.), Ministry of Urban Development, Kolkata-700064 every two months under intimation to this office.
6. Period covered by the Contract: From 08-12-2010 to 31-03-2011.
7. Date of Delivery: As stipulated in the respective supply orders to be issued against this Rate Contracts.
8. Terms of Delivery: Free Delivery in Govt. of India Stationery Office, Kolkata, Regional Stationery Depot, New Delhi, Regional Stationery Depot, Mumbai and Regional Stationery Depot, Chennai & FOR Despatching Station Delhi/New Delhi
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 your Factory Premises at E-45/12, tendered for inspection. Okhala Industrial Area, Phase-II, New Delhi-110020.
10. Specification: The stores shall conform to the prescribed specification as given in the Schedule to the Invitation to Tender **No.I-11015/BO-42/2010-C&P(LT) dated 10-11-2010 in all respect** & this has been certified by you in your letter dated 22-11-2010.
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 & (iii) Special Conditions of Contract governing Rate Contract.
12. Paying Authority: 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.
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 03-12-2010. The estimated value of the stores to be procured during the year 2010-11 is Rs.7,00,000/-(Rupees Seven Lakhs only)
2. The Deputy Controller(Inspection), GISO, Kolkata-700 001.
3. The Asstt. Controller, Inspection(Testing), Regional Stationery Depot, Netaji Nagar, New Delhi-110023.
4. Asstt. Controller, Stationery, RSD, New CGO Building, New Marine Lines, Mumbai-20.
5. Asstt. Controller, Stationery(P)-II, GISO, Kolkata-700 001.
6. Asstt. Controller, Stationery, RSD, Netaji Nagar, New Delhi-110023.
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. Sales Tax Officer, Govt. of NCT of Delhi, Department of Trades & Taxes,, Ward No.9, Bikri Kar Bhawan, I.P.Estate, New Delhi-110002. TIN No.07590017753
14. P.A. to Controller of Stationery, GISO, Kolkata-1. (15) Purchase Br.-II. It may please be noted that the estimated value of the stores to be procured during the year 2010-11 is Rs.7,00,000/-(Rupees Seven Lakhs only) (16) Progress Sec.
17. Central Stock (18) Tender File (19) Guard File (20) Hindi Cell.

ASSTT. CONTROLLER, STATIONERY(P).

SCHEDULE TO THE RATE CONTRACT.

| | | |
|---|-------------------------------------|--|
| 1 | RUNNING CONTRACT NO. | I-11016/BO-42/11R/2010-C&P <i>dated 08-12-2010</i> |
| 2 | NAME OF THE FIRM | <i>M/s.Ashoka Paper Products, 408, Essel House, 4th floor, 10, Asaf Ali Road, New Delhi-110002.</i> |
| 3 | PERIOD COVERED BY THE CONTRACT | FROM 08-12-2010 TO 31-03-2011 |
| 4 | FIRM'S TENDER FORWARDED WITH LETTER | LETTER DATED 22-11-2010. |

5. **STORES:**

SCHEDULE

| VOCAB NO. | Description of Stores | Quality | Unit | Accepted Rates FREE DELIVERY IN | | | | Rate for F.O.R. DESPATCHING STN. DELHI/NEW DELHI |
|-----------|--|-------------------------------|-------------|--|------------------------------------|---|---|--|
| | | | | GISO, Kolkata | RSD, New Delhi | RSD, Chennai | RSD, Mumbai | |
| BO-42 | Scribing Pad (100 Sheets) 22 cms. x 13.5 cms.) | As per BIS/GISO Specification | Per 10 Nos. | Rs.105.00 (Rupees One hundred five only) | Rs.95.00 (Rupees Ninety-five only) | Rs.108.00 (Rupees One hundred eight only) | Rs.103.00 (Rupees One hundred three only) | Rs.98.00 (Rupees Ninety-eight only) |

N. B.:-

1. **The above rates are inclusive of Central Sales Tax/VAT @ 5%..**
2. *Packing and Marking of supplies as specified in the "Invitation to Tender" should be strictly adhered to. Description of stores and its actual quantity should invariably be indicated clearly on each package, big or small.*
3. *It has to be noted that minimum quantity to be ordered and delivered at a time is not less than 100 Nos.*
4. *Guaranteed Purchase; Subject as hereinafter mentioned, no guarantee can be given as to the number or quantity of the stores which will be ordered during the period of contract, but the Controller of Stationery undertakes to order from the contractor all stores as detailed in the Schedule of Stores and prices which he requires to purchase except that he reserved the right (i) of submitting to competition and supply of articles included in the contract, the total value of which exceeds such amount as the Controller of Stationery (whose decision shall be final) may determine upon consideration of the tenders, (ii) of placing this contract simultaneously or at any time during its period with one or more contractors as he may think fit and (3) of obtaining from any source any stores referred to in the contract to meet an emergency if the Controller of Stationery(whose decision shall be final) is satisfied that the contractor is not in a position to supply specific quantities or numbers within the period in which supplies are required. Provided that the Controller of Stationery shall in any event be bound to place supply order(s) on the contractor for the stores worth Rs.1000/- as detailed in the schedule.*
5. *Octroi Exemption Certificate and Way Bill will be provided, if required.*
6. *Notification of despatch/delivery of stores in regard to each and every consignment shall be made immediately to the Consignee and the Deputy Controller, Stationery(Admn), GISO, 3, Church Lane, Kolkata-700 001.*
7. *No deviation from the laid down specification will be accepted.*
8. *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.*
9. *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.*

ASSTT. CONTROLLER, STATIONERY(P)-I.

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

RATE COMPILATION SHEET FOR THE ITEM OF SCRIBING PAD

(GROUP NO. & VOCAB NO. BO42)

ESTIMATED REQUIREMENTS : 7,00,000 Nos.
2010-2011

TENDER YEAR :

NO. OF FIRMS TENDERED : 3(Three) Nos.

DATE OF OPENING OF TECH. BID : 26.11.2010

ESTIMATED ZONAL

REQUIREMENTS:

NO. OF FIRMS TECHNICALLY QUALIFIED : 3(Three) Nos.

DATE OF OPENING OF PRICE BID : 26.11.2010

OFFER VALID UPTO : 31.12.2010

GISO, KOLKATA :

RSD, NEW DELHI :

RSD, CHENNAI :

RSD, MUMBAI :

| Sl. No. | Tender No. | Name of Firm | Rates for Free Delivery in | | | | F.O.R. Despatching Stn. | | | | |
|---------|------------|---|---|--|---|---|-------------------------|------------------|---------------------------|--|--------------------------------|
| | | | GISO, KOLKATA | RSD, NEW DELHI | RSD, CHENNAI | RSD, MUMBAI | | Delhi/ New Delhi | Kendriya Bhandar, Kolkata | Kendriya Bhandar, New Delhi | Kendriya Bhandar, Chennai |
| 1. | T-3 | M/s Ashoka Paper Products, New Delhi | Rs.105/- Per 10 Nos. Inclusive VAT/CST | Rs.95/- Per 10 Nos. Inclusive VAT/CST | Rs.108/- Per 10 Nos. Inclusive VAT/CST | Rs.103/- Per 10 Nos. Inclusive VAT/CST | Rs. 98/- Per 10 Nos. | ----- | ----- | Rs.24 each. 4% VAT extra (Size 1' X 8' 80 Sheets) | Rs.12/- each. 4% VAT extra. |
| 2. | T-1 | M/s Kabra Hand Made Paper Industries, Delhi | Rs.152/- Per 10 Nos. VAT/CST 5% extra | Rs.142/- Per 10 Nos. VAT/CST 5% extra | Rs.182/- Per 10 Nos. VAT/CST 5% extra | Rs.161/- Per 10 Nos. VAT/CST 5% extra | | | | | |
| 3. | T-2 | M/s Kohli & Co. (Regd.), New Delhi | Rs.157/- Per 10 Nos. VAT/CST 5% extra | Rs.147/- Per 10 Nos. VAT/CST 5% extra | Rs.187/- Per 10 Nos. VAT/CST 5% extra | Rs.164/- Per 10 Nos. VAT/CST 5% extra | | | | | |