



F.No. 3-27/ST/(Stationary)/2014-15

6056

REGISTERD POST
Dated:21.1.2016

22

To,

M/s GUPTA STATIONERS
38-A, SADAR BAZAR,
MEERUT CANTT

Subject: Award of Annual Rate Contract for the supply of Stationary items – regarding.

Dear Sir,

With reference to your quotation dated 13.12.2015, The Director, IIFSR, Modipuram, Meerut (Uttar Pradesh) is pleased to accord approval for award of rate contract with this Institute for the supply of stationary items for one year. The rate and terms & conditions of rate contract with this Institute which are given below:

Sr. No.	Name of the items	Gupta stationers
1.	File Cover 400 GSM, different colors	6.80/-
2.	Ball Pen (045 Reynolds) Blue, Black, Red, Green	5/-
3.	Dak Pad	32/-
4.	Envelops A4 Size Yellow with cloth	3.80/-
5.	Flap	3.50/-

Terms & Conditions

1. The delivery/supply will be on FOR basis to this Institute by the road transport or passenger train as the case may be.
2. The delivery/ supply will be inclusive.
3. The order will be placed as per requirement irrespective of value of the order(s).
4. The freight insurance charges if any, will not be paid by the purchaser similarly breakage, shortage and pilferage in transit will be the sole responsibility of the supplier and should will be borne by them. The same will be intimated to the supplier within 15 days from the date of receipt of the goods by the purchaser to the loss caused on this account. The defective supply will be replaced by the supplier within 07 days without charging any freight/transport charges.
5. The delivery of the goods will be taken at the risk and cost of the supplier from the railways/transport.
6. The payment of bill will be made approximately within around 30 days on receipt of the ordered materials in satisfactory conditions.
7. The supply of material will have to be completed within 30 days from date of issue of purchase order or mentioned in Purchase Order strictly in conformity of specification and grade.
8. **The rate contract will remain valid from the date of issue of this letter up to 31.01.2017 and may be extended further with the consent of both the parties i.e. supplier and purchaser.**
9. Supply should be made in full against the order and any short supply will be procured at the risk & cost of the supplier.
10. No revision in rate (on higher side) will be accepted during the contract period.
11. **The materials should be supplied in one lot as the piecemeal/ short supply will not be accepted.**
12. **A copy of this letter may be returned to this office, duly signed in token of receipt of the rate contract for our record by return of Speed post/registered post along with the acceptance of Rate Contract as an agreement on you firm/company later head.**
13. The institute reserves the right to cancel the rate contract without assigning any reason.

22-1-16
Officer-in-Charge(Stores)

Copy forwarded for information & necessary action to:

1. The DDO, IIFSR, Modipuram.
2. The F&AO, IIFSR Modipuram.
3. V.O, IIFR, Modipuram.
4. Storekeeper, IIFR, Modipuram.
5. I/C AKMU, IIFR, Modipuram with request that may be uploaded at institute website.
6. For upload at e-mail of the all officers of the institute