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F.No. 3-27/ST/(Stationary)/2014-15 | 6063

REGISTERD POST  
Dated: 21.1.2016  
22

To,

M/s Modern stationary Mart  
37, sadar bazar,  
Meerut Cantt. 250001

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

Dear Sir,


With reference to your tender 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	Modern stationery Mart
1.	Stapler 10 D Reputed Brand	49/-
2.	Stapler 45 D Reputed Brand	64/-
3.	Stapler Pin 10 D Reputed Brand	4.40/- each
4.	Stapler Pin 45 D Reputed Brand	11/- each
5.	Pocker	15/- each (steel)
6.	Stamp Pad	24/- each
7.	Stamp Pad Ink	9/-
8.	Plastic folder A-4	8.50/-
9.	Scale Plastic 12"	8/-
10.	Spiral Pad small	22/-
11.	Note sheet Pad	43/- (small) , 52/- (Large)
12.	Tag Small (10 bunch in each pkt)	52/-
13.	Pencil	30/- (Natraj per packet)
14.	Fluid	18/-
15.	Punching Machine single hole	52/-
16.	Paper Cutter	8/-
17.	Envelops 9" x 4" white Taj mahal	640/- per thousand
18.	Envelops A4 Size Yellow without cloth	1.80/- each
19.	Envelops 11" x 5" white Taj mahal	950/- per thousand
20.	Envelops 12" x 16" Size Yellow without cloth	2.80/- each
21.	Envelops 12" x 16" Size Yellow with cloth	6.50/- (old cloth) 8/- (White jall)
22.	Ring Binder Folder	28/-
23.	L folder	4.80/-
24.	Log book	40/- , 60/-
25.	Pen drive 16 GB	360/-
26.	Pen drive 32 GB	675/-
27.	Hard disk 01 TB (W.D Company)	3750/-
28.	U -pin	13/-
29.	Glossy Paper A-4 Size One side	55/-
30.	Glossy Paper A-4 Size both side	90/-
31.	Carbon paper blue kores	129/-
32.	Photo copy paper ream A- 4 Size 75 GSM	148/-(Century)

P.T.O

## 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. You are requested to deposit Rs. 2000/- as performance security and the same will be refunded on satisfactory performance of the contract.
3. The delivery/ supply will be inclusive.
4. The order will be placed as per requirement irrespective of value of the order(s).
5. 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.
6. The delivery of the goods will be taken at the risk and cost of the supplier from the railways/transport.
7. The payment of bill will be made approximately within around 30 days on receipt of the ordered materials in satisfactory conditions.
8. 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.
9. **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.**
10. Supply should be made in full against the order and any short supply will be procured at the risk & cost of the supplier.
11. No revision in rate (on higher side) will be accepted during the contract period.
12. *The materials should be supplied in one lot as the piecemeal/ short supply will not be accepted.*
13. *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.*
14. 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 .