

File No. 21/11/2013-Genl  
Government of India  
Ministry of Commerce & Industry  
Directorate General of Foreign Trade  
General Section

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Udyog Bhawan, New Delhi  
Dated: 31<sup>st</sup> December, 2013

Subject: Implementation of suo motu disclosure under section 4 of RTI act, 2005- issue of guidelines regarding.

EDI section is requested to upload enclosed 4 award letters of tenders related to General Section on DGFT website at the earliest.

*Harit Kumar Shakya*  
*31.12.13*

(Harit Kumar Shakya)  
Foreign Trade Development Officer  
Ph: 23063451  
E-mails: [haritk.shakya@nic.in](mailto:haritk.shakya@nic.in)

FTDO, EDI ✓  
DGFT  
Udyog Bhawan  
New Delhi

File No.09/04/2012-Genl/241  
Government of India  
Ministry of Commerce & Industry,  
(Department of Commerce)  
Udyog Bhawan, New Delhi

Udyog Bhawan, New Delhi  
Dated the 21<sup>st</sup> May, 2013

To,

M/s Sympoh Marketing Pvt. Ltd.,  
4658-A, Ansari Road,  
21, Darya Ganj, New Delhi-110002.

Subject:- Contract for hiring of Photocopier Machines for photocopying work on copy to copy basis in DGFT(Hqrs) .

Gentleman,

I am directed to refer your quotation dated 08-04-2013 and subsequent letter No.SMPL/VPB/16/13-14 dated 15-05-2013 regarding hiring of Photocopier Machines for photocopying work on copy to copy basis in DGFT(Hqrs) , Udyog Bhavan, New Delhi and to say that this Directorate has decided to award the contract as per details given below on the following terms and conditions for a period of one year w.e.f. 21-05-2013 to 20-05-2014:

S.No.	Item of work	Rate per copy
1	Reprography (one side) on A4 size 75 gsm JK copier/Modi Xerox/other branded reprography paper	0.60 Paisa per copy
2	Reprography (back to back) on A4 size 75 gsm JK copier/Modi Xerox/other branded reprography paper	0.65 Paisa per copy

**Terms & Conditions:**

- i) The firm is required to provide 4-5 brand new photocopier machines of latest model with duplex facilities along with sorting, collating and binding processes heavy duty machine having minimum speed of 60 copies per minute.
- ii) The firm is required to provide requisite number of experienced Operators, for operating 03 machines. The normal hours shall be 9.30 AM to 6.00 PM from Monday to Friday. However they may have to sit late and come on holidays, if required.
- iii) The firms will make arrangement of paper and other consumables in a way that they don't run out of stock. Within this period, the firm shall make arrangement of photocopiers and should be in position to start work.
- iv) Within 7 days from the issue of contract letter , the firm is required to install the machines and make arrangement for paper and consumables.
- v) All the machines should remain in operation all the time. If any defect occurs in these machines the contractor should get it rectified immediately and in case repair is likely to take some time, the machine should be replaced immediately. In no case, office work should suffer due to defects in machines.
- vi) Space and electricity will be provided by the Department whereas maintenance of equipment(to ensure that these are in perfect working condition) will be responsibility of the firm.
- vii) Initially contract will be awarded for one year which however, can be extended for another year depending on the satisfactory service of the firm and mutual agreement.

Contd/2

- viii) The firm should furnish security money worth Rs.1,00,000/- (Rupees One Lakh only) in the form of FDR in favour of DGFT, New Delhi within 15 days from the date of award of the contract which will be returned after satisfactory completion of the contract. The security money should remain valid for a period of sixty days beyond the date of completion of the contract.
- ix) If the work is found unsatisfactory or, if firm dishonor the contract, the security money may be forfeited and the job may be entrusted to another firm without giving any notice to the contractor. In this regard the decision of the office will be final and binding on the contractor.
- x) No advance payment will be made in any case and TDS will be deducted as per Rules.
- xi) Operators of the firm may ensure that requisition for making out photocopy has been signed by the concerned officer not below the rank of Dy.DGFT. Number of copies in the requisition form should be both in figures & words clearly. All agenda papers would be done in duplex(i.e. on both sides). Minutes etc. should also be in duplex when in continuity.
- xii) The requisition for making photocopy will be provided to the operator duly signed by the concerned officer.
- xiii) After the copies of the document are prepared, the concerned staff member/officer will take both the photocopies and the document with them.
- xiv) The paper may be 75 gsm photocopy of JK Copier/Modi Xerox make or equivalent (approved by this office).
- xv) The firm will get Police Verification of its employees done at it's cost.
- xvi) The contract is not transferable.
- xvii) The Operators will have a mobile phone which will not be switched off during the time when work is on.
- xviii) The Operators will not leak information contained in the letters and documents given to them for making copies.
- xix) The firm will prefer the bills for payment of the photocopier work along with requisition received from the officers/sections in the prescribed format on monthly basis.
- xx) The office has the right to terminate the contract with clear and logical reasons for such termination.
- xxi) Compensation and connected expenses, what-so-ever, in case of any casualty(unforeseen) shall be the liability of the firm and borne/paid by the firm.
- xxii) The firm has to ensure that it fulfills all the requirements as per tax laws and other laws applicable to his firm/business. The DGFT will not be liable for any violation on any laws/rules & regulations on the part of the contractor and his firm.
- xxiii) The court of judicature would be Delhi High Court in case of any dispute.
- xxiv) The firm will comply with all the Terms and conditions stipulated in the Tender Notice.

  
( Sunil Madan)

Deputy Director General Foreign Trade  
Tel. No.23063669

*Agreed 21-5-2013*  
*e/c*

F. No.6/1/2013-Genl./212  
Government of India  
Ministry of Commerce & Industry  
Directorate General of Foreign Trade  
Udyog Bhawan, New Delhi  
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Dated the 15<sup>th</sup> May, 2013

To

M/s. A.V.M. Services,  
304, Harsha House, Comm. Complex,  
Karampura, New Delhi-110015.

Subject: Hiring of Data Entry Operators and Stenographers DGFT(Hqr.), Udyog Bhawan, New Delhi from 16.05.2013 to 15.05.2014.

Sir,

I am directed to refer to your Tender bid opened on 03.04.2013 offering rates in response to Tender Notice dated 13.03.2013 in DGFT Website and CPP portal for Hiring of Data Entry Operators and Stenographers of DGFT in Udyog Bhawan, New Delhi. The Committee of Officers examined the Tenders/quotations so received and recommended for award of contract to your firm. The Competent Authority accepted the recommendation of the Committee and approved rates of Rs. 12,285.86/- per Data Entry Operator/Stenographer per month (Rupees Twelve Thousand Two Hundred Eight Five and Eighty Six paise only) plus applicable service tax for providing Data Entry Operator/ Stenographers to this Directorate.

2. The Contract shall be subject to the following Terms and conditions:-

- (i) Candidates should be Graduate or with higher educational qualification with knowledge of English/Hindi and proficient in computer operation with knowledge of MS word, Excel, internet etc. DEOs should have a minimum typing speed of 40 w.p.m. in English or 25 w.p.m. in Hindi and Stenographers should have Stenography speed of 80 words per minutes. If this Directorate is not satisfied with the performance of any Data Entry Operator/Stenographer, the firm shall withdraw the Data Entry Operator/Stenographer and depute another DEO/Stenographer. The copies of educational qualifications, experience etc. of DEO's/Stenographers to be deputed may please be furnished to this office before they start working.
- (ii) The Data Entry Operators/Stenographers will be deployed in the various sections/officers of this Directorate. They will report for duty at 9.30 A.M. and discharge their duty till 6.00 P.M. They will perform duty under the supervision of concerned officers.

  
16/5/13

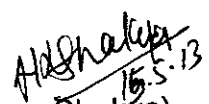
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- (iii) The firm would depute a Supervisor to facilitate easy communication for requisitioning services during the day, as and when required. DEOs/ Stenographers will mark their attendance in General Section on arrival and departure.
- (iv) The persons being supplied will be certified to have clear bona-fide and their complete details will be provided. The service provider would be responsible for verifying this data and if any discrepancy is noticed at a later stage, the contract is liable to be terminated.
- (v) The Service Provider would obtain a certificate for DEOs/Stenographers from the concerned Official/Officers on monthly basis in token of having attended and satisfactory services and submit the same to General Section monthly along with bills. The payment will be deducted in case of absence accordingly.
- (vi) The Service Provider shall be the 'employer' of all employees/staff deputed by him for the purpose of hiring of Data Entry Operators/Stenographers and shall be liable entirely, to the exclusion of any one else, for the payment of statutory liabilities. This office shall not be responsible for any violation of the rules by the Service Provider in this regard. The Department shall also not own any responsibility of their employment or otherwise.
- (vii) The Service Provider shall solely respond for statutory compliance with regard to the payment of Minimum wages, License Fee, if any, as well as ESI, PF, DA, Gratuity, leave and all the other legal requirement and liabilities etc. and submission of relevant records to the concerned authorities in respect of all the personnel being deployed in the premises.
- (viii) In case any person deployed in DGFT office happens to be on leave, the service provider would make alternative arrangement forthwith, of its own, without waiting for any directions of this office in this regard.
- (ix) All payments will be made to the service provider only and no claims of any kind received from the persons engaged by the service provider would be entertained by the office. However, the service provider shall submit proof of having made the payments to the hired persons as per the minimum rates approved by the government. All payment should be made as per minimum rates of wages in Scheduled Employments under the Minimum Wages Act, 1948. Payment will be made on monthly basis after receiving satisfactory service certificates from all concerned.
- (x) The service provider would ensure to observe the rules with regard to leave, pay, medical, other employee benefits etc of the persons engaged in this office. This office shall not be responsible for any violation of the rules by the service provider in this regard. The department shall also not own any responsibility of

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16/5/13

their employment or otherwise. The service contractor shall in turn submit proof of having made the payment to the hired employees.

- (xi) This office reserves the right to cancel/amend any terms/conditions of this contract or to reject any/all quotations/rates without assigning any reasons whatsoever. In case work is found to be unsatisfactory, the department reserves the right to terminate the contract and the contractor shall be liable to forfeit the security deposit so made. It is important to high light that the contract would stand terminated that day on which the letter for termination is issued.
- (xii) It is imperative that the persons engaged should perform their duties to the satisfaction of officer in charge of that office failing which the contract may be terminated on one week notice;
- (xiii) You are required to give a security deposit of 5% of total value of the contract in the form of FDR in favour of CPAO, DGFT, New Delhi within 15 days of awarding of contract which shall be released after 60 days from the expiry of the contract
- (xiv) If the above terms and conditions are acceptable, you are requested to send your consent immediately and undertake the contract.
- (xv) Firm will have to follow all terms and conditions as stipulated in Tender Notice.
- (xvi) The firm will make payment to all DEOs/ Stenographers on 5<sup>th</sup> of every month.

  
(Harit Kumar Shakya)  
Foreign Trade Development Officer  
Tel. No. 23063451

  
16/5/13

Via CD ANAAD

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F. No.6/2/2013-Genl./1177  
Government of India  
Ministry of Commerce & Industry  
Directorate General of Foreign Trade  
Udyog Bhawan, New Delhi  
\* \* \* \* \*

Dated the May, 2013

To

M/s. Yasikan Enterprises Pvt. Ltd.  
C-73A, Mandawali Fazalpur Unchepar,  
Delhi-110092.

Subject: Annual contract for cleaning/sweeping of rooms, corridors, toilets, dusting of office furniture and office equipments and common areas of DGFT(Hqr.), Udyog Bhawan, New Delhi from 08.05.2013 to 07.05.2014.

Sir,

I am directed to refer to your Tender bid opened on 28.03.2013 offering rates in response to Tender Notice dated 11.03.2013 in DGFT Website and CPP portal for cleaning & sweeping of corridors, staircases, toilets, rooms, quadrangles/ periphery, other common areas; and dusting of chairs, tables, other items of furniture, electronic & electrical equipments including mechanized cleaning of office premises of DGFT in Udyog Bhawan, New Delhi. The Committee of Officers examined the Tenders/quotations so received and recommended for award of contract to your firm. The Competent Authority accepted the recommendation of the Committee and approved rates of Rs. 1,57,991/- per month (Rupees One Lakh Fifty Seven Thousand Nine Hundred Ninety One only) plus applicable service tax for providing 15 Safai-karmacharis and One Supervisor and cleaning material.

2. The Contract shall be subject to the following Terms and conditions:-

- (i) The amount of Rs. 1,57,991/- (Rupees One Lakh Fifty Seven Thousand Nine Hundred Ninety One only) per month includes wages of 15 Safai karmacharis and One Supervisor and cleaning equipments and material like brooms, pocha, phenol, acid, harpic, colin, dusters, naphthalene balls/cakes and liquid soap. It also includes dusting of chairs, tables, other items of furniture, electronic & electrical equipments including mechanized cleaning equipments like vaccum cleaner, high pressure jet, moping trolley etc.
- (ii) The office hours ranges from 9.30 a.m. till 6.00 p.m. Therefore, it is incumbent upon the service provider to have completed the cleaning/sweeping/dusting work well before 8.30 a.m to enable the staff/officers to commence upon their work on time. The work of cleaning may also be taken up in evenings, if so desired, after 7.00 p.m. on working days in addition to holidays.

Received on 07/05/13  
for  
(Deepa)

- (iii) The firm would depute a Supervisor in the office during the office hours to facilitate easy communication for requisitioning services during the day, as and when required. The supervisor should always be available at site along with attendance register of the workers.
- (iv) The firm would deploy 15 persons plus one Supervisor in proper uniform to complete the cleaning/sweeping/dusting work satisfactorily, on time. The firm would be duty bound to make available to this office complete details of persons to be engaged with certificate of their bona-fides. The persons being supplied will be certified to have clear bona-fide and their complete details will be provided. The service provider would be responsible for verifying this data and if any discrepancy is noticed at a later stage, the contract is liable to be terminated.
- (v) The Service Provider would obtain a certificate from the concerned Official/Officers on daily basis in token of having attended the various items of work in the prescribed format and submit the same to General Section daily with reasons for not attending any item of work in any room.
- (vi) The Service Provider shall be the 'employer' of all employees/staff deputed by him for the purpose of housekeeping services and shall be liable entirely, to the exclusion of any one else, for the payment of statutory liabilities. This office shall not be responsible for any violation of the rules by the Service Provider in this regard. The Department shall also not own any responsibility of their employment or otherwise.
- (vii) The Service Provider shall solely respond for statutory compliance with regard to the payment of Minimum wages, Licence Fee, if any, as well as ESI, PF, DA, Gratuity, leave and all the other legal requirement and liabilities of requirements etc. and submission of relevant records to the concerned authorities in respect of all the personnel being deployed in the premises.
- (viii) In case any person deployed in DGFT office happens to be on leave, the service provider would make alternative arrangement forthwith, of its own, without waiting for any directions of this office in this regard.
- (ix) All payments will be made to the service provider only and no claims of any kind received from the persons engaged by the service provider would be entertained by the office. However, the service provider shall submit proof of having made the payments to the hired persons as per the minimum rates approved by the government. All payment should be made as per minimum rates of wages in Scheduled Employments under the Minimum Wages Act, 1948. Payment will be made on monthly basis after receiving satisfactory service certificates from all concerned.
- (x) The service provider would ensure to observe the rules with regard to leave, pay, medical, other employee benefits etc of the persons engaged in this office. This office shall not be responsible for any violation of the rules by the service provider in this regard. The department shall also not own any responsibility of their employment or otherwise. The service contractor shall in turn submit proof of having made the payment to the hired employees.

*Handwritten signature*

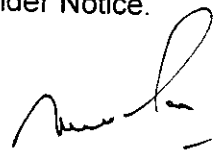
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- (xi) This office reserves the right to cancel/amend any terms/conditions of this contract or to reject any/all quotations/rates without assigning any reasons whatsoever. In case work is found to be unsatisfactory, the department reserves the right to terminate the contract and the contractor shall be liable to forfeit the security deposit so made. It is important to high light that the contract would stand terminated that day on which the letter for termination is issued.
- (xii) It is imperative that the persons engaged should perform their duties to the satisfaction of officer in charge of that office failing which the contract may be terminated on one week notice;
- (xiii) You are required to give a security deposit of 5% of total value of the contract in the form of FDR in favour of CPAO, DGFT, New Delhi within 15 days of awarding of contract which shall be released after 60 days from the expiry of the contract
- (xiv) If the above terms and conditions are acceptable, you are requested to send your consent immediately and undertake the contract.
- (xv) Firm will have to follow all terms and conditions as stipulated in Tender Notice.

*[Handwritten marks]*



(Sunil Madan)  
Dy. Director General of Foreign Trade  
Tel. No. 23063669  
Email address: sunil.madan@nic.in

No.8/1/2013-Genl/ 412  
Government of India  
Ministry of Commerce & Industry,  
Directorate General Of Foreign Trade  
Stationery Cell  
\* \* \* \* \*

Udyog Bhawan, New Delhi  
Dated: 8<sup>th</sup> July 2013

To,  
Sunrise Enterprises  
198/38A(Basement),  
Ramesh Market, Gali No.  
Garhi, East of Kailash,  
New Delhi-110065

Sub: - Award of Contract for supply of stationery & sundry items to DGFT(HQ).  
Sir.

Please refer your quotation dated 5.6.2013 regarding supply of stationery & sundry items .I am directed to inform you that the competent authority of this Directorate has accepted your rates for supply of following stationery and sundry items:-

S.No	Name of Stationary Items	Rates
1.	Duster (yellow)	9.90
2.	Diary (Executive)	110
3.	Envelops size-5	0.380
4.	Envelops size-7A	1.600
5.	Envelopssize-8A	3.890
6.	Folder Green	16.90
7.	Folder Transparent	5
8.	File Flags	18.20
9.	File Boards	5.50
10.	Lok Sabha slips	1.20
11.	Rajya sabha slips	1.20
12.	Needles	2
13.	Pen Add-Gel/ Refill	18
14.	Pen cello Gripper	5
15.	Post it slip 3x3	17.90
16.	Register (ruled) 2qr	37.90
17.	Register (ruled) 3qr	54.50
18.	Register (ruled) 4qr	77
19.	Register (ruled) 6qr	120
20.	Register(ruled) 8qr	149
21.	Green Sheet A4 Size	0.470
22.	Soap case	12
23.	Sutli (jute) bundle	60/Kg
24.	Spiral binding printed slip book	24.50
25.	Urgent slip	0.90
26.	Visit card Album	55
27.	GAR-14	53
28.	Pen Sketch	13
29.	Engagement Stand	100

S.No	Sundry Item	Rates
1	Dettol liquid soap	52
2	Dustbin	64.50
3	Electric kettle (1.2 liter)	1170
4	Glass Borosil (Large)	295/6piece (49.16)
5	Indicator Bulbs (Green & Red)	9
6	Tissue paper	26.90
7	Toilet paper roll	18
8	Hit	70

contract will be continue with following terms and conditions.

The contract for supply of Stationery and sundry Item will be valid for one year w.e.f 8.7.2013.

The firm has to supply Stationery and sundry item within 2 calendar days from date of supply order.

The Stationery and sundry item must be of good quality. This Directorate reserve the right to reject the articles if there we not found to be standard or otherwise unacceptable.

4. The firm has to pay delivery charges.

5. Advance payment will not be made in any case.

6. The contract is not transferable.

7. This Directorate reserves the right to cancel the contract any time without assigning any reason.

8. The firm shall deposit performance security of Rs 25000/- in the form of Bank Guarantee or Fixed Deposit pledged in the favour of "CPAO, DGFT, New Delhi" within 15 days of issuance of this letter. The security deposit will be released after satisfactory completion of the contract.

9. The firm will abide with all terms and conditions stipulated in tender notice.

10. Rates will be valid for one year. No request for increasing rates will be entertained.

*Harit Kumar Shakya*  
8.7.2013

(Harit Kumar Shakya)  
Foreign Trade Development Officer  
Tel. No. 23063451  
E-mail: haritk.shakya@nic.in

No.8/1/2013-Gen/ 435-  
Government of India  
Ministry of Commerce & Industry,  
Directorate General Of Foreign Trade  
Stationery Cell  
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Udyog Bhawan, New Delhi  
Dated: 8<sup>th</sup> July 2013

To.

R.K Traders  
Shop No. 9  
Sector-4  
Baba Kharag Singh Marg.  
Connaught Place.  
New Delhi-110001

Sub: - Award of Contract for supply of stationary & sundry items to DGFT(HQ).  
Sir.

Please refer your quotation dated 5.6.2013 regarding supply of stationary & sundry items  
. I am directed to inform you that the competent authority of this Directorate has accepted your  
rates for supply of following stationery and sundry items:-

S.No	Name of Stationary Items	Rates
1.	All pins	9.90
2.	Diary Register	84.40
3.	Desk calendar stands	44.80
4.	Desk calendar Refills	18.40
5.	Duster (white)	9.25
6.	Duster white board	12.40
7.	Dak signature pad	21.50
8.	Diary cut A to Z	60
9.	Envelops size-6	0.429/
10.	Envelops (window) 6x10	0.666
11.	File cover (printed)	7.25
12.	File Movement registrar	84.40
13.	File folder (plastic printed)	10.84
14.	Folder (Ring file)	72
15.	Glass Tumbler (coloured)	19.75
16.	Glass Tumbler cover	37.60
17.	Glass Tumbler (white)	10.70
18.	Glue stick	15.60
19.	Register (Alaphabhat)	114(6Q)
20.	Note sheet pad	Plain36.25/ printed48.50
21.	Note book (short hand)	8.70

22.	Peon book	19.80
23.	Pen v-5(pilot)	41.70
24.	Pen Add-Gel	36.40
25.	Pen Reynolds	4.21
26.	Pen Reynolds/Refil	3
27.	Pen Marker	12.70
28.	Pen cello Gripper /Refil	3
29.	Pen correcting (white)	16.90
30.	Pen stand(2pen)	78
31.	Pen stand(4 pen)	185
32.	Pencil( short hand)	2.20
33.	Pen pilot(H-Tech point)	23.70
34.	Pin cushion	10
35.	Punch (single hole)	43.4
36.	Punch (Double hole)	42
37.	Paper weight	8.75
38.	Pen & pencil container	32
39.	Register Attendance	18
40.	Register (Dispatch)	84.49
41.	Stapler Machine 24/6	67.20
42.	Stapler Pin 24/6	8.70
43.	Stapler Machine -10D	39.40
44.	Stapler pin 10-D	4.15
45.	Stamp pad (ink)	7.20
46.	Stamp pad (self)	12
47.	Service book (64 page)	38.40
48.	Tape (Brown/khaki)	19.25
49.	Tape cello(small)	2.35
50.	Tape cello(Big)	27.50
51.	Tag Bundle(white)	75.45
52.	Thread ball(thick)	8.50
53.	Signature pad	21.50
54.	Water spunch	7.50
55.	White Board Marker pen	18.50
56.	Calulator	234
57.	A-4 Size Photocopy paper(75GSM)	JK-155.89/ Century-139.80/ Khanna-132
58.	Slip book	7.84

S.NO	Sundry Item	Rates
1	Cup saucers	266
2	Jug Plastic	42
3	Room freshner	59.70
4	Thermos	290
5	Umbrella	130
6	Wall Clock	190
7	Vim	20

The contract will be continue with following terms and conditions.

1. The contract for supply of Stationery and sundry Item will be valid for one year w.e.f 8.7.2013..
2. The firm has to supply Stationery and sundry item within 2 calendar days from date of supply order.
3. The Stationery and sundry item must be of good quality. This Directorate reserve the right to reject the articles if there we not found to be standard or otherwise unacceptable.
4. The firm has to pay delivery charges.
5. Advance payment will not be made in any case.
6. The contract is not transferable.
7. This Directorate reserves the right to cancel the contract any time without assigning any reason.
8. The firm shall deposit performance security of Rs 30,000/- in the form of Bank Guarantee or Fixed Deposit pledged in the favour of "CPAO, DGFT, New Delhi" within 15 days of issuance of this letter. The security deposit will be released after satisfactory completion of the contract.
9. The firm will abide with all terms and conditions stipulated in tender notice.
- 10 Rates will be valid for one year. No request for increasing rates will be entertained.



(Harit Kumar Shakya)  
Foreign Trade Development Officer  
Tel. No. 23063451  
E-mail: haritk.shakya@nic.in

No.8/1/2013-Gen/ 416  
Government of India  
Ministry of Commerce & Industry,  
Directorate General Of Foreign Trade  
Stationery Cell  
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Udyog Bhawan, New Delhi  
Dated: 8<sup>th</sup> July 2013

To.

Kendriya Bhandar  
West block-VIII, wing -III  
Ground Floor.R.K.Puram,  
New Delhi-110066

Sub: - Award of Contract for supply of stationary & sundry items to DGFT(HQ).

Sir,

Please refer your quotation dated 5.6.2013 regarding supply of stationary & sundry items. I am directed to inform you that the competent authority of this Directorate has accepted your rates for supply of following stationery and sundry items:-

S.No	Name of Stationary Items	Rates
1.	Cloth (Green)	24
2.	Cloth (white)	24
3.	Candle	31.40
4.	Eraser (Rubber)	0.75
5.	Dak Pad	22
6.	Diary Register (Asstt)	45
7.	Diary (Engagement)	30
8.	Diary Tele phone	59
9.	Envelops SE-6	0.42
10.	Envelops -SE-7A( Book size yellow)	2.90
11.	Envelops SE-8	1.95
12.	Envelops -7	1
13.	File Board Flap	2.00
14.	Gem Clip	5
15.	Glass Table size (5x3)	900
16.	Glass Table size (3x2)	360
17.	Hammer	41.50
18.	Knife	9.20
19.	Log book	79
20.	Most Immediate card	1.50
21.	Match Box	0.90
22.	Metal Seal	400
23.	Pen Highlighter	9.70
24.	Pen (uni-ball)	27
25.	Pen (Golden)	12.60
26.	Pencil (H.B.Natraj)	2.38
27.	Pocker	9.40
28.	Register (ruled)5qr	100
29.	Register (stock)	109
30.	Soap (Toilet)	17.78

31.	Sealing Wax	28
32.	Scissor	29.70
33.	Scale (plastic)	5.70
34.	Sharpener	2.25
35.	Service book (191 page)	110
36.	A-3 size Photocopy paper	312
37.	Tag Bundle (Green)	18
38.	Tape (scotch tape)	19
39.	T.R.6 challan form	32
40.	GAR-3	237
41.	GAR-27	47.50
42.	GAR-23	47.50
43.	GAR-14A	89
44.	GAR-14B	89
45.	GAR-14C	89
46.	GAR-29	47.50
47.	Full scape Photocopy paper(75GSM)	JK-185
48.	PBR Register 150	310
49.	PBR Register-100	232

S.No	Sundry Item	Rates
1	All out Refill	40.50
2	All out Machine	62
3	Alarm clock	160
4	AAA .Cell	7.35
5	Glass Borosil (small)	46.74
6	Pencil cell	4.60
7	Towel	160(75*150 size)
8	Tray	54
9	Tube Light	36

The contract will be continue with following terms and conditions.

1. The contract for supply of Stationery and sundry Item will be valid for one year w.e.f 8.7.2013.
2. The firm has to supply Stationery and sundry item within 2 calendar days from date of supply order.
3. The Stationery and sundry item must be of good quality. This Directorate reserve the right to reject the articles if there we not found to be standard or otherwise unacceptable.
4. The firm has to pay delivery charges.
5. Advance payment will not be made in any case.
6. The contract is not transferable.
7. This Directorate reserves the right to cancel the contract any time without assigning any reason.
8. The firm shall deposit performance security of Rs 25000/- in the form of Bank Guarantee or Fixed Deposit pledged in the favour of "CPAO, DGFT, New Delhi" within 15 days of issuance of this letter. The security deposit will be released after satisfactory completion of the contract.
9. The firm will abide with all terms and conditions stipulated in tender notice.
- 10 Rates will be valid for one year. No request for increasing rates will be entertained.

*Harit Kumar Shakya*  
8.7.2013

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