

**ICAR-CENTRAL SHEEP & WOOL RESEARCH INSTITUTE, AVIKANAGAR
TEHSIL MALPURA DISTT. TONK (RAJ.) 304 501**

F.No.6(182) SP/08/Vol.I/ 1817

Dated: 25.09.2018


M/s Ashoka Agency,
Naveen Mandi,
MALPURA (Tonk) Raj - 304502

Subject: Printing /supply of Proforma, Register, Log Book, Cash Memo book, Envelopes ect.
Ref.: - Our Rate contract order No.6(182)SP/08/Vol.I/ dated 06.10.2016 & extension order even no.
dated 17-08-2017.

Dear Sir,

With reference to your above cited reference(s) I am to inform that your rate(s) shown/in the attached list is are approved. You are now requested to supply the following stores/materials as per terms and conditions mentioned below: -

S. No.	Register/Form	Size		Quantity	Rate (Rs)	Total (Rs.)
1-	Indoor Medical Reimbursement Form – Both side - 4 page set	9"x11"x100 pages	58 जीएसएम	30 Pad	148	4440
2-	Tour Programme Form (Full Scape) Both side	20½x32½cmx100 pages	---	100Pads	78	7800
3-	Stationery Indent (Full Scape)	20½x32½cmx50 pages	---	100Pads	52	5200
4-	Log Book for Instruments	21x33x100Folio 200 page	80जीएसएम लेजर पेपर	50Nos.	310	15500
5-	Cash Memo book	20x30/8 -3x100 page	58 जीएसएम	50Nos.	105	5250
6-	Fixed Assets Register	25x35cmx200 page	80जीएसएम लेजर पेपर	10Nos.	375	3750
7-	Envelopes Khakhi	M. Size 9"X4"	80 जीएसएम	5000Nos	800/- प्रति हजार	4000
8-	Envelopes (Big Size)	Size 11"X5"	80 जीएसएम	1000Nos	935/- प्रति हजार	935
9-	Envelopes (Cloth coated)	A4 size	80 जीएसएम	4000Nos	4500/- प्रति हजार	18000
10-	T.A.Bill form pad 4 page set	9"x11"x100 pages	58 जीएसएम	50 Pad	148	7400
11-	T.A.Bill Certificate	20½x32½cmx50 pages	---	50Pads	52	2600
12-	Indent Book	21x33cmx100page	80जीएसएम लेजर पेपर	100Nos	220	22000
Admn.II						
1-	Chikista Vaya Pratipurti Bill (DDO)	20½x32½cmx100	58 जीएसएम	10Pads	68	680
2-	Fully Vouched Contingent bill	20½x32½cmx100	---	10Pads	78	780
3-	A.C.Bill	19x31cmx100page	---	10Pads	68	680
4-	Detailed Contingent bill	19x31cmx100page	---	10Pads	68	680
					Rupees-Ninty Nine Thousand Six Hundrae Ninty Five Only	Rs 99695
नोट : छपाई से पूर्व नमूना प्रभारी, क्रय अनुभाग को जांच करवाना होगा।						


25/9/18

1. **DELIVERY:** May be effected as early as possible as but not later than 30 days. Any delay or inability to supply ordered stores may please be intimated immediately.
2. **F.O.R.:** The above prices F.O.R. AVIKANAGAR. No freight and insurance etc. will be paid extra.
3. **PRICE:** The above prices are including of GST, other taxes etc. No FORM "C or D" WILL BE ISSUED.
4. **CONSIGNEE:** The Director Central Sheep & Wool Research Institute, AVIKANAGAR, MALPURA Distt. Tonk (Rajasthan)
5. **DESPATCH:** Road Transport/Post parcel V.P.P. Freight prepaid by the consignor book the material/good to Malpura.
6. **PACKING:** Packing list giving full particulars with quantity of the Items contained must be placed immediately below the cover of package. Our purchase order number should be marked in large letters indelibly on a prominent place on the packing case(s) as well as on packing list /slip.
7. **TRANSPORT RECEIPT:** Transport Receipt to be forwarded to the consignee by Registered Post immediately after dispatch of ordered material otherwise the demurrage/warfare (if any) will deducted from the supplier's bill without making any reference.
8. **BILL:** Pre-receipted bill (in triplicate) duly supported by relevant original cash receipts for packing forwarding freight insurance customs excise duty etc. (if any) and payable by this institute may be sent to the consignee.
9. **PAYMENT:** Payment will be made within reasonable time say within 30 days from the date of receipt of material in good condition and in accordance with the ordered specification at this end.
9. **Liquidated Damage Clause:** If any time during the performance of contract, the supplier encounters conditions hindering timely delivery of the goods, the suppliers shall promptly inform the purchaser in writing the fact of the delay and likely duration of the same. After receipt of supplier's communication, the purchaser shall decide as to whether to cancel the contract for the un-supplied portion after the existing delivery period, or to extend the delivery period suitably by issuing in amendment to the contract. If the supplier fails to deliver the goods and/ or perform the services within the contractual delivery period for reasons other than circumstances beyond supplier's control (Which will be determined by the purchaser) and the purchaser extends the delivery period, the purchaser will also deduct for the contract price, as liquidated damages, a sum equivalent to 0.5% (half percent) of the delivered price of the delayed goods or unperformed service for each week of delay or part thereof until actual delivery or performance. The maximum limit of such deduction will, however, be 10% (ten percent) of the contract price of the delayed goods or service.
11. Certificate to the following effect may also be recorded on the body of the bill.
Certified that the goods on which GST has been charged have not been exempted under the Central or State GST Act and/or the Rules made there under and the charges on account of Sales Tax on the goods are correct under the provisions of the relevant act or the Rules made there under
Certified further that we M/s _____ are
registered as dealers in the state of _____ and
our registered numbers for the purpose of GST are
Central _____ (ii) State _____
12. This Institute reserves the right to reject the stores/suppliers in part or in full covered in this order at any stage prior to payment, if they are not according to the specification. Part supplies against this order will not be accepted unless otherwise agreed.

13. Acknowledgement receipt and confirmation of this order should be sent by return post.
14. In case of contact Item A certificate may be affix by the firm on the bill that rate charged are as per manufacture prices/list contract entered rates.

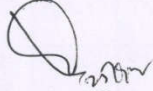
Yours faithfully,

(Harshit Agarwal)
Administrative Officer

Copy to: -

1. Audit & Accounts Section
2. Administration II Section
3. Store Section
4. Vigilance Officer
5. The Director for information
6. Guard File
7. *1/c ARMD - to upload in website.*

Sanction accorded by the Director vide File no.6(182)SP/2008/Vol.I/ note sheet page no.45 dated 24.09.2018 amounting to Rs.1,00,000/- Under Institue budget.


Administrative Officer