

REGD.

From:

Supply Order

To

The Director General, Supplies & Disposals,
Haryana, SCO No.09 (1st & 2nd Floor),
Sector-16, Panchkula E-mail: supplies@hry.nic.in

M/s Sterling Enterprises.
Plot No. 921, Phase-2, Ramdarbar, Chandigarh-160002.
Email:- sterling.chd@gmail.com

Memo. No.1945/HR/TLA-1/2023-2024/
Dated Panchkula, the:-

Subject:-

Purchase of 71683 Nos. Training Kits (Consisting of Training Bag 01 No., 01 No. Writing Pad and 01 No. Pen) required by Development and Panchayats Department, Haryana.

Dear Sirs,

Reference your offer No. Nil dated 30.09.2023, your letter dated 28.02.2024, this office acceptance No. 23041dated 29.02.2024 and your letter No. Nil dated 07.03.2024, on the subject noted above.

2. Please supply the following material as per delivery period given below from the date of issue of supply order under the terms and conditions already accepted by you in the tender to the consignees to be intimated by the Director General, Development & Panchayats Department, Haryana, Chandigarh.

3. The material may please be sent direct to the consignees to be intimated by the Director General, Development & Panchayats Department, Haryana, Chandigarh for payment and the bill of the cost in triplicate to the consignees to be intimated by the Director General, Development & Panchayats Department, Haryana, Chandigarh under advice to this office.

Rates are in Rs. Per Kit inclusive of GST @18% freight and all other type of taxes/Duties/Levies/Labour & FOR destination etc.			
Sr. No.	Description of Stores	Qty.	Rates (in Rs.)
1.	Training Kits (Consisting of Training Bag 01 No., 01 No. Writing Pad and 01 No. Pen)	71683 Nos.	347.50

IMPORTANT NOTE:-

Before supply the material, get the approval from the Development & Panchayats Department, Haryana for the printing on Bags & Writing Pad.

A. The detailed Specifications of Training Bag, Writing Pad and Pan will be as per Annexure-I:-

TERMS AND CONDITIONS:-

- 1) **F.O.R.:-** The above rates are FOR destination in all districts in Haryana at supplier's risk.
- 2) **GST:-** Inclusive in above rates.
- 3) **FREIGHT CHARGES:-** Inclusive in above rates.

4) **DELIVERY PERIOD:-**

- The 1st supply of 3000 nos. Each Training Bags, Writing Pad and Pen will be provided within 10 days of issuance of the Work order.
- Quantity of 5000 nos. Each Training Bags, Writing Pad and Pen will be provided every week after the successful delivery of the 1st order.

5) **PENALTY CLAUSE:-**

(i)	The penalty shall be charged in case the items are not supplied after the stipulated period of 10 days (i.e., after 10 days from the date of receipt of the supply order to 12 days).	1%
(ii)	The penalty shall be charged in case the items are not supplied after the stipulated period of 13 days (i.e., after 13 days from the date of receipt of the supply order to 15 days).	3%
(iii)	The penalty shall be charged in case the items are not supplied after the stipulated period of 16 days (i.e., after 16 days from the date of receipt of the supply order to 18 days).	6%

6) **INSPECTION PENALTY:-**

- 10% of the Material delivered will be randomly inspected, if the material quantity is found unsatisfactory or not as per specification the bidding agency has to replace the material supplied at its own cost within 7 days.
- In case the material offered for inspection fails to meet the specifications stipulated in NIT/Order/Contract and the samples are rejected by the Inspecting Committee, the Indenting Department will have the right to levy a penalty at 0.1% of the order value.
- In case the material offered for inspection fails during the 2nd inspection also, the Indenting Department will have the right to increase the penalty to 0.25% of the order value.
- In case, the material offered fails during the 3rd and final inspection also, the firm will be liable for penal action including forfeiture of EMD, risk purchase, debarring/ blacklisting in the future, and no further opportunity for inspection would be provided to the supplier firm.

7) **PAYMENT TERMS:-**

- a) No advance/spot payment shall be made.
- b) The payments shall be made within 4 weeks of receipt of completed supplies as ordered, Bills and related formalities.
- c) The articles received against the supply order will be inspected/verified as per specification, quality & quantity by the department (point of delivery) and only thereafter the articles will be accepted, and payment released.
- d) The payment for the job/work done shall be made only after the completion of the job/ work satisfactory and on submission of pre-receipted bills in triplicate, duly affixed with a revenue stamp, signed by the authorized representative of the firm for this purpose and shall bear the stamp of the firm.
- e) Payment will be made on an assignment/case-to-case basis, and part payment may also be released after attaining all the applicable parameters. **The Indenting Department would have to release payments in RTGS/Electronics mode also.**
Delay in payments to the suppliers beyond the stipulated credit period indicated in the supply order, unless supported by cogent reasons and approved by a higher authority, will attract penal interest on the defaulting

amount @ Rs. 25/- per rupees one lakh per day of delay beyond the stipulated credit period. Non provision of adequate budget will be no ground for delay in payments to the supplier.

- 8) **Warranty Period:-** Warranty will be 01 year from the date of issue of supply order.
- 9) Failure the effect supply within the stipulated delivery period or repeatedly offering supply liable for rejection may render to forfeiture of Earnest Money / Security and other penal action as per terms & conditions of the contract will also be taken.
- 10) **Price Fall Clause:-** The price charged for the stores shall not exceed in any way the lowest price at which you quote/supply the stores of identical description of stores to State Govt./Central Govt./ GeM Portal / Institutions/ undertaking/ any other person during the delivery period/currency period of the rate contracts. If at any time during the delivery/currency period, you reduce the rate, sale price of quoted stores to any person at the price lower than the price chargeable under this supply order/contract, you are required to inform this office and price payable under the supply order/contract for the stores supplied after the date of coming into force of such reduction of rates shall stand correspondingly reduced to that level. You shall promptly notify the reduction of rates to this office as well as to concerned Indenting Officers/ Consignees. You shall also give a certificate on your bills that the rates charged by you are not in any way higher to these quoted to the other State Govt. Central Govt. GeM Portal, Institutions etc. during the corresponding period. The Indenting Officer shall be required to ensure that requisite certificate is given by the concerned firm on the bills before releasing their payments.
- SCHEDULE "B":-** One copy of the Schedule "B" i.e. conditions of contract applicable is sent herewith duly signed on behalf of Governor of Haryana.
- Other terms & conditions including price fall clause will be as per the DNIT/ Schedule -A / Schedule -B.

-SD-
Deputy Director, Supplies and Disposals,
For & On behalf of Governor of Haryana
Dated

Endst. No.

A copy is forwarded to the Director General, Development & Panchayats Department, Haryana, Panchayat Bhawan, Plot No.3, Sector 28-A, Chandigarh for information and necessary action w.r.t. this office acceptance Endst. No. 23042 dated 29.02.2024.

Payment may please made to the supplier strictly as per approved payment terms and the instructions appearing at the end may also be complied with.

He is also requested to issue consignee wise dispatch instructions direct to the firm immediately under intimation to this office.

-SD-
Deputy Director, Supplies & Disposals,
For Director General Supplies & Disposals, Haryana
Dated 12/3/24

Endst. No.

26/5
A copy is forwarded to the following for information:-

1. The Accountant General, (Audit) Haryana Sector-33, Chandigarh.
2. The Excise & Taxation Commissioner, Chandigarh.
3. St. Section, O/o DS&D, Haryana.
4. Programmer, O/o DS&D, Haryana.

Deputy Director, Supplies & Disposals,
For Director General Supplies & Disposals, Haryana

A. Training Bag

Annexure-I

1. Bags Type: Filler mill khadi bag
2. Material: Khaadi
3. Zips and buttons: Yes
4. Flaps and pockets: Yes
5. Size: Medium
6. Branding: Refer design below
7. Size 14 X 16 X 5 (inch)
8. Color of the Bag: Light Brown (Khadi color)
9. Provision of laptop compartment through foam partition and a small pocket inside, shoulder hanging strap belt of 1.5' wide and 5' long, customized printing of 12" X 16" on the cotton polyester mix with a cloth.

Bag




B. Writing Pad

1. Minimum size: 9"x 7"
2. Minimum pages: 50 per pad
3. Page quality & thickness: 75 GSM
4. Ruled Pages
5. Type of binding: Spiral Plastic-WIRO BINDING
6. Front Finish: Thin Cardboard
7. Back Finish: Thin Cardboard
8. Branding: Logo or Name of Dept.(monotone)

C. Pen

1. Type of nib: 0.45 mm Roller Ball
2. Ink color: Blue
3. Body color: White/Black/Blue
4. Cap or no cap: Optional

(And as per samples submitted by you and approved by the Committee).


Deputy Director, Supplies & Disposals
For & on behalf of Governor of Haryana
