



इंडियन रेलवे कैंटरिंग एवं टूरिज्म कॉरपोरेशन लिमिटेड
(भारत सरकार का उद्यम-मिनी रत्न)

INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.
(A Govt. of India Enterprise-Mini Ratna)

"CIN-L74899DL1999GOI101707", E-mail : info@irctc.com, Website: www.irctc.com

No.2023/IRCTC/CO/Admin/HK MATERIAL/DIVERSEY

M/s. Office Stag Solutions Private Limited

Date: 08.02.2024

1206, Netaji Shubash Palace

Pritampura, North west Delhi

Delhi- 110034

Mob: 9990497555

E-mail: info@officestag.com

(Letter of Award)

Sub: Letter of Award for supply of Housekeeping Material (Diversey) to IRCTC Office at 11th floor
Statesman House, B-148, Barakhamba Road, New Delhi- 110001.

Ref: GeM Bid No. GeM/2023/B/4372535, dt. 20.12.2023

In reference to above, GeM bid opened on 01.01.2024. IRCTC is pleased to accept your offer for supply of 14 items to IRCTC Corporate Office at the below mentioned rates:-

Sn.	Item	Qty Type	Qty	Rate per Item	Total Cost
1	Floor Cleaner	Litres	430	150	64500
2	R2	Litres	320	190	60800
3	R3	Litres	320	250	80000
4	All Purpose cleaner	Litres	290	65	18850
5	TR101	Litres	100	250	25000
6	TR103	Litres	100	290	29000
7	Suma Drain	Litres	180	150	27000
8	Suma Inox	Litres	120	225	27000
9	R6	Litres	450	120	54000
10	Urinal Screen	PCS	480	295	141600
11	R9	Litres	30	190	5700
12	R1	Litres	40	215	8600
13	Room Freshener	Litres	420	235	98700
14	Wooden polish	Litres	20	400	8000
Total					648750.00

1. The above rates are excluding GST.
2. The terms conditions of the bid document shall form part of this LOA and the contract will be valid till full supply of aforesaid items.
3. Tax Invoice as per GST required need to be submitted for payment.
4. **Security Deposit:-** The firm whom the contract is awarded will have to deposit security amount equal to 5% of the total contract.i.e.Rs.32438/-. The SD amount should be deposited with IRCTC within 15 days of issuance of LOA in form Demand Draft in favour of IRCTC payable at New Delhi or through NEFT Mode. The SD will remain with IRCTC till end of warrantee period as performance guarantee and will be refunded without interest after expiry of warranty period of one year.
5. **Schedule of Delivery:-**

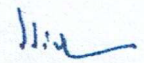
- (i) Once the material is ready the supplier may contact the coordinating officer for delivery schedule. **Supply will be taken in 4 separate parts i.e 01 quantity after the finalization of bid and remaining on quarterly basis or as per requirement whichever is earlier.**
- (ii) Every bill deposited for payment must enclosed the original receipted challans/invoice duly verified by an IRCTC official. The payment will be arranged after necessary check by IRCTC, by way the cheque/NEFT only.

6. System of Payment:-

- (i) Payment will be made at the accepted rates to the respective supplier/distributor.
- (ii) Payment will be released by cheque/NEFT to the manufacturer/supplier or its Distributors directly subject recoveries if any by way of liquidated damages or any other charges as per terms & conditions of contract stated in the bid document.
- (iii) The bills should reflect applicable GST separately. The supplier shall not claim any interest on payment under the contract.
- (iv) No advance payment will be allowed under any circumstances.

The supplies are to be made at our following Office:-

IRCTC Ltd. 11th floor A-wing,
Statesman house, B-148, Barakhamba Road
New Delhi - 110001


Sidhartha Singh
AGM/Admin

Copy to:- i) GGM/HRD for kind information please.
ii) JGM/Fin/CO for kind information please.

