



इंडियन रेलवे कैटरिंग एवं टूरिज्म कॉरपोरेशन लिमिटेड

(भारत सरकार का उद्यम-नवरत्न)

INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.

(A Govt. of India Enterprise-Navratna)

"CIN-L74899DL1999GO1101707", E-mail : info@irctc.com, Website: www.irctc.com

No.2025/IRCTC/Admin./Bulk Photocopy/Quotation,

01.04.2025.

M/s Flame Graphics  
UG-16, Ground Floor, Somdutt Chamber-I,  
5, Bhikaji Cama Place, New Delhi-110066.  
Email: flamegraphics1@gmail.com  
Ph: 9999232453.

Letter of Award

Sub: Award of contract for providing Bulk Photocopy/Lamination/Spiral binding etc. to IRCTC Office(s) at 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Floor, Tower-D, WTC, Nauroji Nagar, New Delhi-110029.

Ref.: i) RFQ No.2025/IRCTC/Admin./Bulk Photocopy/Quotation, dt. 18.03.2025.

ii) RFQ opened on 24.03.2025.

In reference to above, your offer rates(RFQ under ref. i) for providing "Bulk Photocopy/Lamination/Spiral binding etc works has been accepted by the Competent Authority, IRCTC is pleased to offer you the above work at the rates mentioned below:-

The item wise accepted rates are as under:-

S. No	Particulars	M/s Flame Graphics
		Per unit rate (Rs.) (excluding GST)
1	<b>B &amp; W Photocopy</b>	
	A4 size	1.25
	Legal Size	2.00
	A3 size	3.00
2	<b>Colour Photocopy</b>	
	A4 size	7.00
	Legal size	10.00
	A3 size	10.00
3	<b>Printout (Color)</b>	
	A4 size	7.00
	Legal size	10.00
	A3 size	10.00
4	<b>Printout (B&amp;W)</b>	
	A4 size	1.25
	Legal size	5.00
	A3 size	5.00
5	<b>Scanning (Color &amp; B/W)</b>	
	A4 size	5.00
	Legal size	5.00
	A3 size	5.00
6	<b>Drawings</b>	



	A0 size	125.00
	A1 size	100.00
	A2 size	50.00
<b>7</b>	<b>Reduction in drawings</b>	
	A3 to A4	10.00
	A2 to A4	20.00
	A1 to A4	30.00
	A0 to A4	50.00
<b>8</b>	<b>Spiral binding (Upto 250 pages)</b>	15.00
<b>9</b>	<b>Lamination</b>	
	A4 size thin lamination	10.00
	A4 pouch lamination	30.00
	A3 size	40.00
	Legal size	30.00
	Identity card	20.00
<b>10</b>	<b>Book/File(Hard) Binding (upto 350 pages per file)</b>	
	A4 size file	80.00
	A3 size file	100.00
	Legal size file	100.00

\*The above rates are excluding GST.

**Terms and conditions:-**

1. The contract shall be for a **period of one year w.e.f. 01.04.2025** and can be further extended for a period of one year on the basis of mutual consent on same terms & conditions.
2. The order shall be given through phone/mail by Administration section/other depts of IRCTC Offices.
3. The contractor shall have to arrange **collection and submission of work from the office within reasonable time.**
4. The bill shall be submitted to admin. section on monthly basis. The bills shall be submitted within 10 days of next month. The payment will be made within 7-10 days from the date of submission of bills to finance.
5. Confidentiality of documents given for photocopy etc. should be maintained strictly. If any information is leaked at contractor end, the Security Money of 5% of total bid value will be forfeited and contract will be terminated immediately.
6. Other Terms & Conditions as per **RFQ No.2025/IRCTC/Admin./Bulk Photocopy/Quotation, dt. 18.03.2025** will forms part of this Letter of Award.
7. **Security deposit of Rs.19,587/- (i.e. 5% of Bid value)** in form of Demand Draft favoring "Indian Railway Catering & Tourism Corporation limited, payable at New Delhi, is to be submitted within 15 days of the issue of this LOA along with the signed agreement.
8. Acceptance of LOA as per above terms and conditions to be submitted within 2 days of the issue of LOA.

(Sidhartha Singh)

SIDHARTHA SINGH /Admin.

अपर महाप्रबंधक (प्रशासन)

Additional General Manager (Admn.)

आई.आर.सी.टी.सी. / I.R.C.T.C.

तृतीय तल, टॉवर-डी, वर्ल्ड ट्रेड सेंटर, नौरोजी नगर

3rd Floor, Tower-D, World Trade Centre, Nauroji Nagar

नई दिल्ली-110029 / New Delhi-110029

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