



इंडियन रेलवे केटरिंग एण्ड टूरिज्म कॉर्पोरेशन लिमिटेड
(भारत सरकार का उद्यम)
INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.
(A Govt. of India Enterprise)

"CIN-U74899DL1999GOI101707" E-mail : info@irctc.com Website : www.irctc.com

No.2023/IRCTC/Rail Neer/30

DATE:15-05-2025

M/s SARAJ ENTERPRISES
1st Floor RZ-D59 Sector-1,
Mahavir Vihar Dwarka,
HDFC Bank, Delhi-110045

SUB: Work order for supply of stationery items for Rail Neer Plant, Nangloi,
Ref: Quotation No.2023/IRCTC/Rail Neer /30 ,Dated-16-04-2025 and opened on 30-04-2025

In reference to above quotation opened on 30-04-2025. IRCTC is pleased to accept your offer for printing & supply of Office stationery at IRCTC Rail Neer Plant, Nangloi, Delhi for the following stationery items and specifications given below:-

SN	Description	Qty. Required	Rates (in Rs.)	Amount (in Rs.)
1.	Computer Generated GST Invoice (1+3 copy) size 30.5 cm X 20.32cm (80 gsm with carbon double Colour printing).	10000 Nos.	04	40000
2	A-4PaperRim75GSM,500sheetsperrim,brand JK Copier	20 Nos.	291	5820
3	Gate Pass Books (1+2all printed,70gsm,cardboard binding)	50 Nos.	205	10250
4	Letter Head Rail Neer (D.O Paper 100gsm).	50 Pads (100each)	100	5000
5	Roll Register paper 70 GSM ,Full Binding ,Pages 1 to 144,size 13" X 7.5"(Bitto,Surender,Delta,Classmate)	10Nos.	81	810
6	White File (Card Board) size34.4cm×22cm	200Nos.	12	2400
7	Ball pen (Jetter Classic, BIC CELLO)	20 Nos.	34	680
8	FINGER WET DAMPER (BRAND-UMI,CARIZO)	05Nos.	195	975
9	GUM	10Nos.	95	950
10	WHITNER	05Nos.	27	135
11	STAPLER PIN(BRAND-Kangaroo No.10.1meach 1000 staples 20X50)	50 Nos.	140	7000
12	STAPLER SMALL (BRAND-Kangaroo No-10)	05 Nos	95	475
13	Calclater (Brand-casio.MJ 120DA 12 DIGIT)	05Nos.	608	3040
14	Gel Pen Blue,Black.Red,(Brand-Classmate)	25 Nos.	10	250
Total				77785
GST (as applicable)				13304
Grand Total (inclusive GST)				91089

Terms & Conditions:-

1. Payment will be made on production of bill, after receiving and acceptance of the material as per above requirement and specifications through cheque /RTGS/Net Banking. The bill should be sent in duplicate. Necessary stationery deductions/penalty shall be made from the bill.
2. The contract shall be valid for a period of one year from the date of issue of the letter of work award with provision of further extension for a period of six month on same rates, terms and conditions of the contract.
3. Stationery should be provided as per requirement of the Rail Neer plant, Nangloi with in Twenty days from the date of requirement given, failing which penalty of Rs.100/- per day shall be levied.
4. The firm shall supply any additional requirement if necessary (up to 30% of contract value) of the similar items, at the same rates, terms and conditions within the validity period.
5. Stationery material should be printed after getting approval by the official of IRCTC, Rail Neer Plant Nangloi. In case of any discrepancy in the printing, the supplier will be solely responsible and no payment will be made for any loss.
6. You are requested to deposit of Rs 4554/- as Security deposit @ 5 % of contract value within period of 15 days from the date of issue of this 'Letter of Award' in the form of NEFT/RTGS/online mode only as per bank detail given below.

Bank Name- Equitas Small Finance Bank
Customer Name-IRCTC LTD RAIL NEER PLANT
Account No-200002691751
IFSC Code-ESFB0020013
Branch Name-Paschim Vihar New delhi

The security deposit amount will be refunded after the successful supply of the stationery.No interest will be admissible on this security deposit.

7. Invoices shall be printed as per advised by this office time to time.
8. Any Legal dispute will be governed by the jurisdiction of court situated in the Delhi area only
9. Settlement of Disputes/Arbitration
 - (a) Any disputes or differences, whatsoever, arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this Contract shall be settled between the IRCTC and the Contractor amicably. If however, IRCTC and the Contractor are not able to resolve their disputes /differences amicably as aforesaid or through Conciliation also the said disputes /differences shall be referred to the arbitration of an arbitrator to be appointed by Chief Managing Director, IRCTC whose decision in this regard shall be final and binding.
 - (b) The venue of arbitration shall be Delhi only. The language of arbitration shall be English. The arbitrator fee shall be as fixed by CMD/IRCTC and shall be shared equally by both the parties.

Copy of this LOA may be returned duly signed and stamped as a token of acceptance of the offer.


(Anand Kumar Shukla)
DGM/TECH/Rail Neer

Copy to –

1. AGM/RN, for kind information please.
2. AM/FIN, for kind information please.