

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)**

No. RS(POL)/58/0506/1/2024/00602

New Delhi, dt. 21.05.2024

M/s Indian Oil Corporation Ltd.
Indian Oil Bhawan,
G-9, Ali Yavar Jung Marg,
Bandra (East).
Mumbai-400 051.

Sub:	Running Contract for supply of AAR Approved Grease for Cartridge Taper Roller Bearings of freight stock for the period of one year from the date of issue of RGC against advertised E-Tender No.2024AAR AG TC opened on 19.10.2023.
Ref:	1. Your E-Bid No. 15871724 dt. 17.10.2023

I am directed to enclose 2 (two) copies of the above-mentioned contract. You are requested to sign and return one copy of the contract in terms of Clause-25 there-of, duly witnessed by two persons, as required.

2. In case of any difference in version of English and Hindi, the version in English shall prevail.

(S. K. Verma)
(S. K. Verma) 21/05/24
Director, Railway stores (M)
Tele. No. 011-23073191
Email id: drsm@rb.railnet.gov.in
3rd Floor, Room No. 363, Rail Bhawan

New Delhi, dt. 21 .05.2024

No. RS(POL)/58/0506/1/2024/00602

Copy to:

1. Director General, RDSO, Ministry of Railways, Manak Nagar, Lucknow.
2. FS(III) Branch, Railway Board, New Delhi.

3. **Indentors:**

- i. PCMM/Central Railway, CST, Mumbai
- ii. PCMM/Eastern Railway, Fairlie Place, Kolkata.
- iii. PCMM/East Central Railway, Hajipur.
- iv. PCMM/East Coast Railway, Bhubaneswar.
- v. PCMM/Northern Railway, Baroda House, New Delhi
- vi. PCMM/North Central Railway, Allahabad.
- vii. PCMM/North Eastern Railway, Gorakhpur.
- viii. PCMM/Northeast Frontier Railway, Guwahati
- ix. PCMM/North Western Railway, Jaipur.
- x. PCMM/Southern Railway, Chennai.
- xi. PCMM/South Central Railway, Secunderabad.
- xii. PCMM/South Eastern Railway, Kolkata.
- xiii. PCMM/South East Central Railway, Bilaspur.
- xiv. PCMM/South Western Railway, Hubli.
- xv. PCMM/Western Railway, Mumbai.
- xvi. PCMM/West Central Railway, Jabalpur.
- xvii. PCMM/ Chittaranjan Locomotive Works, Chittaranjan
- xviii. PCMM/ Integral Coach Factory, Chennai
- xix. PCMM/ Banaras Locomotive Works, Varanasi
- xx. PCMM/Modern Coach Factory, Raebareli
- xxi. PCMM/Rail Coach factory, Kapurthala
- xxii. PCMM/Patiala Locomotive works, Patiala
- xxiii. PCMM/Kolkata Metro, Kolakata

(S. K. Verma) 21/05/24

Director, Railway stores (M)
For & on behalf of the President of India

No. RS(POL)/58/0506/1/2024/00602

New Delhi, dtd. 21.05.2024

Copy forwarded to:

1. **Paying Authority:**

- i. PFA/Central Railway, CST, Mumbai.
- ii. PFA/Eastern Railway, Fairlie Place, Kolkata.
- iii. PFA/ East Central Railway, Hajipur.
- iv. PFA/ East Coast Railway, Bhubaneswar.
- v. PFA/Northern Railway, Baroda House, New Delhi.
- vi. PFA/North Central Railway, Allahabad.
- vii. PFA/North Eastern Railway, Gorakhpur.
- viii. PFA/Northeast Frontier Railway, Guwahati
- ix. PFA/North Western Railway, Jaipur.
- x. PFA/Southern Railway, Chennai.
- xi. PFA/South Central Railway, Secunderabad.
- xii. PFA/South Eastern Railway, Kolkata.
- xiii. PFA/South East Central Railway, Bilaspur.
- xiv. PFA/South Western Railway, Hubli.

- xv. PFA/Western Railway, Mumbai.
- xvi. PFA/West Central Railway, Jabalpur.
- xvii. PFA/ Chittaranjan Locomotive Works, Chittaranjan
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- xix. PFA/ Banaras Locomotive Works, Varanasi
- xx. PFA/Modern Coach Factory, Raebareli
- xxi. PFA/Rail Coach factory, Kapurthala
- xxii. PFA/Patiala Locomotive works, Patiala
- xxiii. PFA/Kolkata Metro, Kolakata

- 2. DAI(Rlys), Railway Audit-II, Room No.222, Rail Bhavan, New Delhi.
- 3. Director of Audit, Northern Railway, New Delhi.

[Handwritten signature] 21/5/24

For Member (Finance)/Railway Board

[Handwritten signature]

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

No. RS(POL)/58/0506/1/2024/00602

New Delhi, dt. 21 .05.2024

M/s Indian Oil Corporation Ltd.

Indian Oil Bhawan

G-9, Ali Yavar Jung Marg,

Bandra (East)

Mumbai-400 051.

Sub:	Running Contract for supply of AAR approved grease for Cartridge Taper Roller Bearings of freight stock of one year from the date of issue of RGC against advertised E-Tender 2024 AAR AG TC opened on 19.10.2023.
Ref:	1. Your E-Bid No. 15871724 dt. 17.10.2023

I am to inform you that your above referred cited offer against E-Tender 2024 AAR AG TC opened on 19.10.2023, has been accepted to the extent of items, quantities, specifications, prices and on the terms and conditions detailed hereunder:-

1.	Running Contract No. & date	:	RS(POL)58/0506/1/2024/00602 dated .05.2024
2.	Purchaser	:	The President of India
3.	(a) Name & Address of the contractor	:	M/s. Indian Oil Corp. Ltd., Indian Oil Bhavan, G-9, Ali Yavar Jung Marg, Bandra (East), Mumbai – 400 051.
	(b) Fax No.	:	022 – 26447989 011 -- 26436967
4.	Purchaser's references	:	(i) Railway Board's e-tender No. 2024 AAR AG TC opened on 19.10.2023.
5.	Contractor's offer No.	:	(ii) Your E-Bid No. 15871724 dt. 17.10.2023
6.	Conditions Governing	:	TE & IRS Conditions of contract as amended to date read with conditions of contract including Annexures II to IV .

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7. Particulars of order and prices:

AAR Approved Grease for Cartridge Taper Roller Bearings of Freight Stock

Item S. No.	Description of Stores	Brand/ Specification	Unified P.L. No.	Qty. (in Kgs)	Basic Rate (Rs. per Kg.)	All inclusive Rate (Rs. per Kg.) (FOR Destination Basis.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	AAR APPROVED/ RDSO APPROVED GREASE for Cartridge Taper Roller Bearings of Freight Stock. Conforming to RDSO Specification. No. <i>WD-24-Misc-2003</i> (Revision-1)	SERVO GREASE REP - 1 Manufacturer: M/s IOC Ltd.	80030130	1,59,811 Kgs	355.00/-	418.90/-

- (i) The prices stipulated above are net basic rates and the same will be effective for dispatches made immediately against the contract.
- (ii) Rights are reserved to cancel the allocations in RGC, if decided to use more cost effective lubricants/greases.
- (iii) **Validity of RGC:** RGC will be valid for placement of covering supply orders by Authorized Officers of Railways (Direct Demanding Officers) within one year from the date of issue of RGC. The officers of the Railways (Direct Demand Officers) authorized to issue supply orders from time to time may place supply-orders directly against this contract. Orders from these officers should be complied with as soon as they are received. The quantities that can be ordered by various Railways against this running contract will be restricted up to those mentioned above.
- (iv) **Delivery:** To commence supplies within one month and complete within four months from the date of receipt of technically and commercially clear order.
- (v) **Deviation to Clause 15 of RDSO Spec. No. WD-24-Misc-2003 (Rev.-1) of Nov.2006 :** The following deviation is acceptable: Condition of delivery as '6 months from the date of manufacture' with condition that period of retention for 'keeping properties' of material should not be less than '22 months' instead of existing '18 months'.

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8. **Prices:** The prices are firm and fixed.
- 8.1 **Terms of delivery:** F.O.R destination with freight borne by firm.
- 8.2 **F.O.R. & Freight:** To be borne by firm up to destination.
9. **Discount:** Nil
10. **GST:** Extra @ 18%. Statutory variation clause will be applicable.
- i) In case the vendor is not liable to be registered under CGST/IGST/UTGST/SGST Act., the Railway shall deduct the applicable GST from his/their bill under reverse charge mechanism (RCM) and deposit the same to the concerned tax authority.
 - ii) Purchaser shall not be responsible for any misclassification of HSN number or incorrect GST rate if quoted by the bidder.
 - iii) Wherever the vendor invoices the goods at GST rate or HSN number which is different from that incorporated in the purchase order; Payment shall be made as per GST rate which is lower of the GST rate incorporated in the purchase order or billed.
 - iv) Vendor is informed that she/he would be required to adjust her/his basic price to the extent required by higher tax billed as per invoice to match the all inclusive price as mentioned in the purchase order.
 - v) Any amendment to GST rate or HSN number in the contract shall be as per the contractual conditions and statutory amendments in the quoted GST rate and HSN number, under SVC.
11. **Forwarding:** Nil.
12. **Packing:**
- a) The grease shall be supplied in Standard steel drums/barrels in 175/182 kg capacity packing as per the relevant clause in RDSO specification WD-24-Misc-2003(Rev.1).
 - b) The goods to be supplied shall be of specific make and the purchaser shall have the right to reject, if the goods are not of specified make, even though they may be of contract quality.
 - c) Product (packed) will be delivered in full drums of 182 kg only & balance if any, will be treated as cancelled or will be rounded-off to cover one full drum.

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13. **Marking:** As per Railways requirement.

- i) Marking on the drums/Cases will be as desired by the purchaser/ISI Trade Mark.
- ii) The description of stores will be stenciled on such containers or package where possible and making will be as per clause 5.2 of IS:720/86.
- iii) Date /year of manufacture.
- iv) Name of manufacturer.
- v) Shelf life as per clause 15 of the RDSO Specification.

14. **Octroi :** Railways to provide octroi exemption certificate.

15. **Delivery:**

- i) Stores shall be delivered during contract period as per delivery dates to be indicated in supply-orders issued by various Railways or by Ministry of Railways (Railway Board). Delivery date should be adjusted so that the delivery date as specified by the Railways in the respective supply-orders is not exceeded. Stocks of products on hand will be dispatched immediately on receipt of supply-orders. The firm should ensure that every individual consignee gets his monthly quota irrespective of the total order on hand with them. Consignees should provide necessary road permit /Octroi exemption certificate to firm.
- ii) Mode of dispatch shall be by road transport. Road being the Mode of dispatch date of receipt of material by consignee will be treated as date of delivery.
- iii) Liquidated Damage (LD) on delay Supply: Recovery of liquidated Damage (LD) shall be levied @1/2% (half percent) of the price of the store per week or part of the week during which delivery is accepted and the upper limit for recovery of LD in supply contracts is 10% (ten percent) of the value of contract irrespective of delays, unless otherwise provided, specifically in the contract. (Ref : Board's letter 2004/RS(G)/779/11/Pt. dt 23.12.2019)

iv) **Coverage :**

- (a) In case of emergent requirement by the Zonal Railway/PSU for coverage of the additional quantity, being the essential item for safe operations of trains , the transfer from one consignee railway to other consignee railway appearing in the subject Running contract may be done with the approval of nodal officer of store directorate of Railway Board. In such transfer of quantity there is no financial implication as the rates of the item are F.O.R destination.
- (b) However, in the proposals where quantity is proposed to transfer to such consignee which is not included in the list of dispatch of Running Contract, the approval of TC member of Stores Directorate with concurrence of Railway Board

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Finance (Stores) may be obtained before issuing the Amendment in the subject Running Contract.

16. Inspection:

“Inspection by Consignee against WTC of manufacturer. Firm to provide WTC along with supply for inspection. Quality control test for batch inspection as per Appendix –D of STR WD-24-Misc.2003 (Rev.1) to be conducted on every supplied batch of grease. For this, the firm shall send the sample of 5 kg for batch inspection along with WTC & test report of every supplied batch to M&C directorate/RDSO/Lucknow for testing/evaluation as per Appendix –D of STR WD-24-Misc.2003(Rev.1) and 02 (TWO) grease samples for detailed evaluation shall be collected by M&C directorate/RDSO/Lucknow itself from Zonal Railway for detailed evaluation at their lab. The 1st sample shall be from the first batch of the supply and 2nd sample can be randomly selected from the remaining batches of the supply. The detail inspection should be carried out by the M&C directorate as per Appendix –C of STR WD-24-Misc.2003 (Rev.1) including clause 7.4 & 7.8 to evaluate the overall performance of the Servo Grease Rep-I”.

- a. Place where stores are to be tendered for inspection: At Consignee’s premises.
- b. Firm will submit manufacturer’s Works Test Certificate for each batch. Batch number of the grease should be indicated on each barrel.
- c. Indentor/Consignee Railways to send quality performance-reports of firms, inevitably to Board’s office for appraisal in respect of the stores supplied them against the contract.

17. Transit Insurance:

The purchaser will not pay separately for Transit insurance. The supplier will be responsible till the entire stores contracted for arrive, in good condition at destination & liable for any shortage, damage or deterioration in terms of Clause 1501 of IRS conditions of contract.

18. Weights and Measures:

Weights/Measures as shown in the delivery/dispatch documents shall be accepted by the Paying Authority subject to Clause 19 Transit Risk as a conclusive evidence of the quantity supplied/delivered for effecting payment. The purchaser may have the weights/measurements checked before the products leave firm’s premises, if he so desires.

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19. Transit Risk :

The firm shall be responsible and liable for any shortages, damages or deterioration to the consignment in transit if the same is to be carried in their own or contractor's trucks/tanks/lorries to the destination.

20. Inspection of Suspected Supplies at Destination:

If the consignee at destination on testing the product finds it below or off specification, he may book the same back to firm's nearest/nominated depot without the firm incurring any demurrage for any detention at the Railway's consignee premises and without waiting for the arrival of firm's representative. However, in such cases, Railways must intimate firm's nearest nominated locations telegraphically or over the telephones about re-booking of the wagon forward Railway receipt duly endorsing it in firm's favour. This should apply in respect of those wagons which are received by the consignees with seals intact. The consignee will furnish his laboratory test report in respect of each wagon rejected by him to the firm in support of such action.

21. Direct Demanding Officers:

- (a) RGC will be valid for placement of covering supply orders by Authorized Officers of Railways (Direct Demanding Officers) within one year from the date of issue of RGC. The officers of the Railways (Direct Demand Officers) authorized to issue supply orders from time to time may place supply-orders directly against this contract. Orders from these officers should be complied with as soon as they are received. The quantities that can be by various Railways against this running contract will be restricted up to those shown in Annexure- I.
- (b) While placing the supply-orders, Railways should invariably follow the instructions contained in Annexure-III and furnish the detailed information as indicated in Annexure - IV.
- (c) The schedule of dispatch containing name of the indentors, indent number and date and the qty of the stores to be supplied are given in the Annexure -I.

22. Paying Authority:

PFAs of respective Zonal Rlys. & Production Units will make payments for dispatches made for supplies of stores.

23. Payment Terms:

23.1 100% payment against receipt and acceptance of material by consignee.

23.2 Payments through respective PFAs where material is supplied may be accepted.



23.3 No adjustments/reductions in payment of firm on any account other than purchase from oil companies will be applicable, which mandates that such adjustments /deductions would be only after authorization by Railway Board.

24. **Progress Report:**

The contractor shall as per clause 2000 of IRS conditions of the contract furnish to the Director Railway Stores(M), Railway Board, Rail Bhavan, New Delhi by 10th of every month, monthly Statement (preferable on a floppy on a 'Excel work-sheet') showing the supplies made during the preceding month. A nil statement should be submitted if no supplies are made in a particular month. Copy of each of the report should also be endorsed to the paying authority and the controller of stores of each consignee Railway.

25. **Acknowledgement:**

Please convey your unconditional acceptance as in proforma indicated in Annexure-V addressed to the President of India through Director, Railway Stores(M), Ministry of Railways (Railway Board), New Delhi endorsing a copy of the same to the paying authority. A copy of the contract duly signed on your behalf by an authorized person(s), with your seal duly witnessed by two persons on each and every page (including all annexures), duly initialed should be returned for record within 15 days of receipt of this letter.

S. K. Verma
(S. K. Verma) 21/05/14

Director, Railway stores (M)
For & on behalf of the President of India

DA: Annexures I to V

ANNEXURE - I

Schedule of Dispatch of AAR approved grease against RGC No.RS(POL)/58/0506/1/2024/00602 dt. 21.05.2024 on M/s Indian Oil Corpn. Ltd.

Servo Grease Rep-1

S.No.	Quantity reqd. (Kgs)	Indentors	Indent No. &date
1	5316	PCMM/Central Railway/ Mumbai	80233261700520 dt. 25.01.2023
2	26635	PCMM/Eastern Railway/ Kolkata	05221086700752 dt. 21.02.23
3	230	PCMM /ECOR/ Bhubaneshwar	08221062700422 dated 03.03.2022
4	19991	PCMM/Northern Railway New Delhi	0420081707292 dt. 21.11.2022
5	28991	PCMM/North Central Railway/Prayagraj	80221261703660 dt. 14.10.2022
6	2898	PCMM/North Eastern Railway/Gorakhpur	21210090701636 dated 04.10.21 21230090703651 dated 29.09.23
7	6816	PCMM/Northeast Frontier Railway/Guwahati	80230005700802 dated 07.03.2023
8	2350	PCMM/North Western Railway/Jaipur	80221030700188 dt. 17.01.2023
9	10846	PCMM/Southern Railway/Chennai	06221106703994 dt 28.12.2022
10	14631	PCMM/South Central Railway/Secunderabad	80221208705592 dt. 22.11.2022
11	18510	PCMM/South Eastern Railway/Kolkata	80221856700702 dt 10.02.2022 8023181856703688 dt. 25.08.2023
12	11654	PCMM/South East Central Railway/Bilaspur	08231464700664 dt. 12.04.23
13	2427	PCMM/South Western Railway/Hubli	80221076701433 dt. 31.08.23
14	5404	PCMM/Western Railway/Mumbai	24222515701085 dt. 07.03.2022 24232515702311 dt. 17.05.2023
15	3112	PCMM/West Central Railway/Jabalpur	80231054701731 dt. 17.05.2023
Total	159811		

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SPECIAL CONDITIONS OF THE CONTRACT

1. KEEPING PROPERTIES :

In deviation to clause 15 of RDSO Specn. No.WD-24-Misc-2003 (Rev.1) of Nov. 2006, Condition of delivery as '6 months from the date of manufacture' with condition that period of retention for 'keeping properties' of material should not be less than '22 months' instead of existing '18 months', will be applicable.

2. OPTION CLAUSE:

The purchaser reserves the right to increase the ordered qty by 30% during the currency of the contract including last day of delivery period at the same price terms and conditions stipulated in the contract & contractor shall be bound to supply the qty. so ordered according to revised delivery schedule advised by the purchaser.

3. RISK PURCHASE CLAUSE:

This will be applicable to this contract as per IRS conditions of contract. The period for making risk purchase will be 9 months.

4. FORCE MAJEURE CLAUSE :

If at any time during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, hostility acts of public enemy, civil commotions sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lock-outs or acts of God (here-in-after referred to as events), provided notice of the happening of any such eventuality is given by the either party to the other within 21 days from the date of occurrence there-of. Neither party shall by reasons of such event be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non – performance or delay in performance and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of the Railway Board as to whether the deliveries have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part or any application under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days either party may opt to terminate the contract, provide also that if the contract is terminated under this clause, the purchaser shall have liberty to take over from the contractor at a price fixed by Railway Board, which shall be final, all unused, undamaged and acceptable materials, bought-out components and stores in course of manufacture in the possession of the contractor at the time of such termination of such portion there-of as the purchaser may deem it fit except of such materials, bought out equipments and stores as the contractor may with the concurrence of the purchaser elect to retain.

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It is also understood in addition that this force Majeure clause will cover firms inability to supply the stores on account of import restrictions or reductions in foreign exchange allocated for importation of products, crude oils and additives.

5. **SUBMISSION OF BILLS:**

- a) The bills will be submitted by supplier firm to the respective PFA of Zonal Railways/Production units where material is supplied and the payment will also be received by the suppliers accordingly.
- b) Supplier in their own interest should furnish following certificate on the bills in respect of advance payment to the PFA where material is supplied, in absence of which the bills are liable to be returned unpaid by the paying authority.

“Supplier firm have personally examined and verified and it is hereby certified that the goods in respect of which payment is being claimed have been actually dispatched by firm drawing in favour of the consignee which is genuine and mentioned in the bill and that firm hold itself responsible for correctness of this statement”.

Supplier firm further certify that the above mentioned consignment note no.....dated.....has been forwarded to the consignee mentioned in the contract under registered post AD on

6. Contractors are responsible for seeing their own tank Lorries before filling, perfectly clean and in good order, sound and suitable for the required purpose.
7. All charges on account of handling of supplies of POL products for delivery at places of dispatches shall be borne by the contractor.

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GENERAL INSTRUCTIONS FOR INFORMATION AND GUIDANCE

1. All Railway officers including AMM, SMM of Zonal Railway authorized to draw supplies against this Running contract, are hereby advised that they should draw their requirement to the extent included in the schedule herewith by placing supply-orders on the firm direct. Copies of the supply orders on the Running contract holders should invariably be sent by Regd. Post Acknowledgement due.
2. The following instructions should be observed in the preparation of the supply orders:
 - a) Copies of all supply orders should be endorsed to PFA concerned and the Inspection Authority.
 - b) The supply order should contain reference of the original Running contract.
 - c) In the copy of the orders for PFA concerned should indicate the, designation of the Accounts Officer to through whom sent and the budget head against which the debit is to be raised.
 - d) Copies of each supply order and correspondence relating there-to are not required to be endorsed to Board.
 - e) The description of the stores in the supply orders should correspond to the description given in the Running Contract.
 - f) In the event of failure on the part of the contract holder to make supply against particular supply order, the matter should be reported to this office in a self-contained letter for necessary action.
3. In all communications to this Running contract, supply orders and other relevant reference number and date must be quoted to facilitate disposals. However, practicable communication should be confined to a contract supply-order etc. and where more than one contract etc. is involved, separate communication should be addressed.
4. Direct demanding officer should issue supply orders under their own signatures. If subordinate officer who must invariably be a gazetted officer, is allowed to sign the supply-order in exceptional case, his name and designation together with that of the competent authority (Direct Demanding Officer) for whom he is signing should be clearly stated in such cases. This is important from the Audit point of view.
5. Direct Demanding Officers should operate on the Running Contract in respect of which they have been ordered as direct demanding officer and should not draw their requirements of the contracts.
6. DDO's should enclose, the certificate in form 'D' of declaration in form 'C' or 'AF' form (as the case may be) duly filled in duplicate with the supply orders placed by them if they wish to avail of concessional rates of Central Tax. If this is not complied with, there will

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be no other alternative for the Running-Contract holder but to bill the sales Tax at the higher rate.

7. Railway's requirements of lubricants/grease for supply during the extent contract period are shown in Annexure-I (attached herewith). They may please check up the quantities registered on their behalf and in case any alteration is required and discrepancy found, advise this office immediately for necessary action. They are authorized to operate direct on the suppliers in a phased manner to the extent of the nearest FOR station of dispatch. Copies of such supply orders placed by them on the firm should be forwarded to the PFA concerned Railways, by Registered Post and Inspection Officer concerned for Inspection of Stores.
8. The Direct Demanding Officers are required to place their supply-order for a full drum capacity of 182 Kg & balance if any, will be treated as cancelled or will be rounded-off to cover one full drum for as the suppliers have not offered supply in less than a drum of Grease.
9. It is obligatory on the part of the Direct Demanding Officers to draw full quantity registered on their behalf on this contract.
10. In case of short receipt of stores, or any other irregularity in the receipt of consignment, the indenter must immediately, approach the carriers, claim for irregularity, if necessary, intimate supplier and this office about the same.

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ANNEXURE – IV

Detailed information to be furnished by Direct Demanding Officers at the time of placement of supply-orders.

1. Indentor's designation with full postal address.
2. DDO's supply order number and date.
3. Contract No. & Date.
4. Name of the purchaser.
5. Item No. of indent/supply order.
6. Item no. if any.
7. Suppliers Brand name for product.
8. Quantity.
9. Unit.
10. Rate per unit to be indicated
11. Total cost to be indicated.
12. Delivery at/FOR Destination as the case may be.
13. Delivery period.
14. Consignee and his full address
15. Mode of delivery by road transport.
16. Head of account to which the cost is to be debited.
17. Remarks regarding enclosure to the S/O, if any, such as declaration form- 'D' etc.
18. Address of the supplier.
19. Full signature of the Indents (DDO or his authorised subordinate officer), his name and designation, with the stamp of officer.

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ANNEXURE – V

We unconditionally accept the contract No. RS(POL)/58/0506/1/2024/00602 dt. 21.05.2024 and its terms and conditions.

For & on behalf of M/s.....

Signature of

Witness (1)_____

Full name _____

Date _____

(SEAL)

Signed by_____

Full Name _____

Signature of

Witness (2)_____

Full name _____

Date _____

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