

ONLINE SUPPLY ORDER AGAINST DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS RATE CONTRACT

The Directorate General of Supplies & Disposals is not authorised to arrange for the purchase of stores for private parties or for use of Government Officers)

Ack. No. : N.A/SOS/201408/17598

Supply Order Status Finalised

Supply Order Placing Authority

ASSISTANT DIRECTOR (TECHNOLOGY)  
O/O CHIEF POSTMASTER GENERAL,  
RAJASTHAN CIRCLE,  
SARDAR PATEL MARG,  
C-SCHEME,  
JAIPUR  
JAIPUR 302007  
0141-2360191  
cpmg\_raj@indiapost.gov.in

Supply Order No.: BDC/SP/32-2/PHOTOCOPY/KW-II

Date: 27/08/2014

Rate Contract No DCMOM-EB/IT-3/RC-D10Q0000/0614/83/F0706/2025

21/10/2013

Period of Rate Contract 21/10/2013 To 30/09/2014

This order which is intended for the supply of the stores detailed in the schedule below in accordance with the terms and conditions of the Directorate General of Supplies & Disposal Rate/Contract mentioned above and in the manner specified herein, shall operate to create a specific contract between the contractor (with whom the contract referred to and the requisition are placed) on the part and the President of India on the other part)

1. Name of the Govt. concerned to which the requisitioning officer belongs:

Department Of Posts
2. Indentor's A/C head to which cost is debitale:

3201.01.101.02 BD CELL O.E. (NON PLAN) FOR THE YEAR 2014-15
3. Name & Address of A/C Officer of Indenting Office:

DIRECTOR OF ACCOUNTS (POSTAL),  
JHALANA DOONGRI, JAIPUR-302004
4. Indents No. & Date:

64 DATED 27.08.2014

5. Details of Stores ordered

| Item<br>Sr. No. | AlternateSrno.<br>(0 refers to no<br>alternate) | Store Description  | Accountiong<br>Unit | Unit Price<br>(Rs.) | Ordered<br>Qty | Ordered Value<br>(Rs.) | Remarks |
|-----------------|---|--|---------------------|---------------------|----------------|------------------------|---------|
| 4.              | 0   | BASIC DIGITAL COPIER (SIZE A-3) -<br>Minimum copying speed (cpm): 20,Paper<br>Size (Original/Image): A3/A3, RAM<br>(MB): 16,Bye Pass: 50SHEET,Zoom:<br>50TO200%,Category: DUPLEX | NOS.                | 74692.8             | 1<br>ONE ONLY  | 74692.80               |         |

|                        |  |
|------------------------|--|
| Total Value in Rupees: | 74692.80   |
|                        | SEVENTY-FOUR THOUSAND SIX HUNDRED NINETY-TWO POINT EIGHT<br>ONLY |

6. Terms of delivery :

Free delivery at consignee's site including installation / commissioning.
- 7.1 Authority holding sealed particular (AHSP):

Additional Director General of QA New Delhi (For Civil Indentor)  
Concerned AHSP of DGQA, Ministry of Defence (For Defence Indentor)
- 7.2 Inspection Authority

1 null
- 7.3 Q A Officer

1
- 7.4 Paying Authority

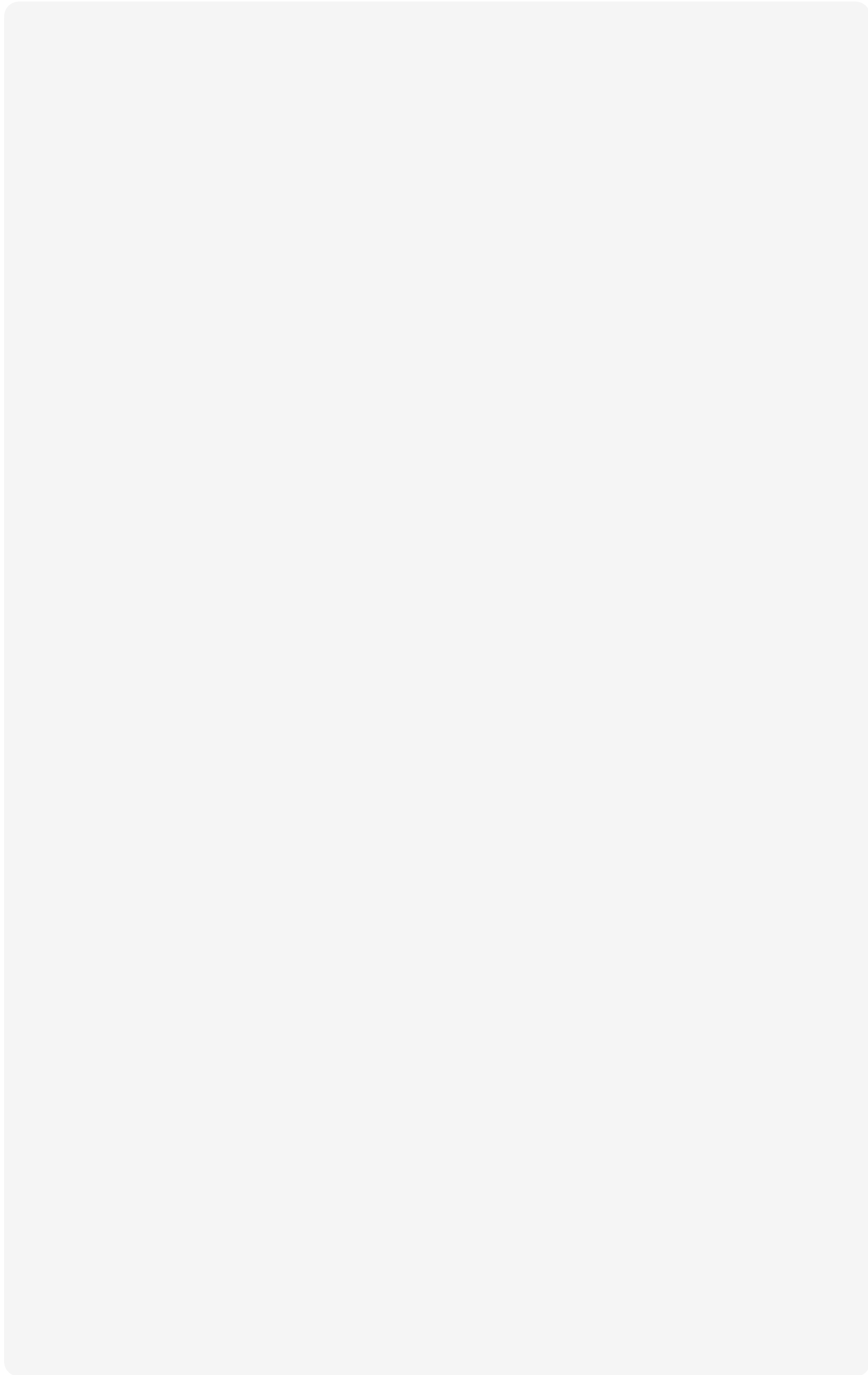
CCA DELHI,The Chief Controller of Accounts, Deptt. of Supply,16A, AKBAR  
ROAD

8. Consignee Details

Supply Order No.: BDC/SP/32-2/PHOTOCOPY/KW-II

Date: 27/08/2014

| Srno    | Consignee Name/<br>Address with Account<br>Head/Account Officer /<br>Destination Station   | Item Sr No. | Alt.srno | Store Description  | Allocated Qty. | Delivery Date | Despatch mode |
|---------|--|-------------|----------|--|----------------|---------------|---------------|
| 1       | POSTMASTER GENERAL<br>(BD & MAILS)<br>O/O CHIEF POSTMASTER<br>GENERAL,<br>RAJASTHAN CIRCLE,<br>SARDAR PATEL MARG,<br>C SCHEME, JAIPUR<br>JAIPUR - 302007<br>JAIPUR | 4.          | 0        | BASIC DIGITAL COPIER (SIZE<br>A-3) - Minimum copying speed<br>(cpm): 20,Paper Size<br>(Original/Image): A3/A3, RAM<br>(MB): 16,Bye Pass:<br>50SHEET,Zoom:<br>50TO200%,Category: DUPLEX | 1.000          | 10/10/2014    | Road          |
| Email:- |  |             |          |  |                |               |               |



**SPECIAL INSTRUCTIONS**

- 1. On all your letter,Invoices and bills please quote the Acknowledgement No. and the date of this order, the name of the Indenting officer and the date of contract.
- 2. No direct payement should be made to the supplying firm by the indentor or consignee himself for supplies made against the supply order.

Signature  
Designation

Supply Order No. **BDC/SP/32-2/PHOTOCOPY/KW-II**

Date **27/08/2014**

FINANCIAL CERTIFICATE

I certify that:

- (a) We are a Central Government Department drawing funds from consolidated fund of India.
- (b) The expenditure involved for this purpose has received the sanction of the competent financial authority.
- (c) The funds are available under the proper head in the sanction budget allotment for the concerned financial year.
- (d) I have been fully authorised by the Department to sign the supply order and incur the liability of the stores being ordered.

Note : If there is any discrepancy in any stipulation(s) regarding Price, Discount, Excise Duty, Cess, Sales Tax, Octroi, Terms of Delivery or any other terms/clauses mentioned in the rate contract, as amended till the date of placement of this Supply Order, the stipulation as amended in the rate contract till the placement of this Supply Order will prevail and shall be binding.

Supply Order No. **BDC/SP/32-2/PHOTOCOPY/KW-II** Date **27/08/2014**

Copy forwarded for information to :

- |   |  |   |
|---|--|---|
| 1. Indenting Office:                                | ASSISTANT<br>DIRECTOR<br>(TECHNOLOGY)  | O/O CHIEF POSTMASTER GENERAL,<br>RAJASTHAN CIRCLE,<br>SARDAR PATEL MARG,<br>C-SCHEME,<br>JAIPUR |
| 2. Consignee  | 1 POSTMASTER GENERAL (BD & MAILS)  | O/O CHIEF POSTMASTER GENERAL,<br>RAJASTHAN CIRCLE,<br>SARDAR PATEL MARG,<br>C SCHEME, JAIPUR    |
| 3. Inspection Authority                             | ADG(Q.A),Jeevan Tara Building,5,Sansad Marg,New Delhi-01                     |   |
| 4. Quality Assurance                                | 1  |   |
| 5. Paying Authority                                 | CCA DELHI,The Chief Controller of Accounts, Deptt. of Supply,16A, AKBAR ROAD |   |
| 6. Designation of accounts officer of the consignee | DIRECTOR OF ACCOUNTS (POSTAL),<br>JHALANA DOONGRI, JAIPUR-302004             |   |

It is certified that the copy of supply order No BDC/SP/32-2/PHOTOCOPY/KW-II dated has been dispatched

"Certified that a copy of the Supply Order has been despatched under endorsement No.(s)\_\_\_\_\_ dated\_\_\_\_\_ to the\_\_\_\_\_ (here fill in the Name and designation of the Paying Authority)\_\_\_\_\_ and\_\_\_\_\_ to the\_\_\_\_\_ (here fill in the Name and designation of the Quality Assurance Officer) by Regd Post with AD/Speed Post.

Sign of DDO with date "

(Auth.Signatory)

(Sign & Stamp)

Supply Order No: BDC/SP/32-2/PHOTOCOPY/KW-II

Ack. No. : N.A/SOS/201408/17598  
Date:

To

Messrs RICOH INDIA LIMITED  
2nd floor, Salcon Aurum Building, Plot No. 4, District Centre Jasola, New Delhi - 110025  
Mobile No. : 9650777941  
E-Mail : arun.kumar@ricoh.co.in

NEW DELHI  
110025

**Address for supply order placement and billing :-**

Signature with  
Name & Designation

Date: 27/08/2014

**Note : For Supply Order issued on or after 24.08.2012, ink signing is not mandatory provided the Supply Order is digitally signed . However, if for any reason digital signature does not appear on finalized Supply Order ,the Supply Order will be valid Supply Order provided Signatory ink sign and stamp all the pages of Supply Order.**

**Price Calculation Sheet**