

**DIRECTORATE OF EXPORT PROMOTION AND MARKETING, ODISHA,  
RAPTANI BHAWAN, 1<sup>ST</sup> FLOOR, B.D.A. COMMERCIAL MARKET COMPLEX,  
(IN FRONT OF INDRADHANU MARKET), I.R.C. VILLAGE NAYAPALLI, BHUBANESWAR  
Ph no.-(0674-2552675) Email-depm.odisha@odisha.gov.in, www.depmodisha.nic.in**

No. VIEMM-12/2023 (DEPM-RC-MISC-0026-2024)/1103/EPM, Dt. 27.02.2026

To

All Departments of Government / All Heads of Departments /  
All State Owned Corporations & Undertaking including GRIDCO.

**Sub: Conclusion of parallel rate contract in respect of the store item "Steel Book Case conforming to I.S. No.7761/1983" (Book Shelf with Glass Door).**

**Ref:-** This Directorate rate contract circulars No.4885/EPM,dt.06.12.2024,10/EPM,dt.02.01.2025, No. 851/EPM dt. 05.03.2025, No. 2816/EPM dt. 02.07.2025, No. 4738/EPM dt. 11.11.2025, No. 761/EPM dt. 13.02.2026

The undersigned is to invite reference to this Directorate rate contract circulars cited above and to say that parallel rate contract has been concluded in respect of the store item "**Steel Book Case conforming to I.S. No.7761/1983" (Book Shelf with Glass Door)** with **01 (one)** more MSE of the State for supply of the aforesaid item and rate contract will remain valid up to **dt.03.12.2026 (or till issue of fresh rate contract circular whichever is earlier)** with effect from the date of issue of the circular.

2. The details of the above **rate contract indicating the name of rate contract holding MSE, EP&M Registration No, Rate Contract No., Validity period of EP&M Registration and EP&M Rate Contract for this store item in favor of the MSE, Annual production Capacity for this store item as per DIC certificate, Description of the store item, price, terms of delivery and mode of payment etc.** have been indicated in '**Statement-A**' which is enclosed for your reference.

3. The Pre-Delivery Inspection, if required, by the Purchasing Organizations shall be conducted by the Directorate of EP&M, Odisha, Bhubaneswar on payment of inspection fees @ 0.5% of the order value along with the Goods and Service Tax etc. as applicable from time to time. The inspection fees will be paid by the unit at the first instance through Directorate of Export Promotion & Marketing- Online Services (DEPMOS) portal URL <https://depmodisha.nic.in/user/login> before conducting pre-delivery inspection. The fees so paid will be reimbursed to the unit by the Indenting Departments / Offices later on.

4. The ultimate responsibility for ensuring quality of stores supplied shall rest with the Indenting Officers. Where the Indenting Officer is not satisfied with the quality of the stores supplied, he shall send a report immediately to the Director for inspection and testing by the Inspecting Officer or jointly by the Inspecting Officer and the Indenting Officer or his authorized agent.

5. All Departments of Government / Heads of Departments / State Owned Corporations and undertakings including GRIDCO / State Government Statutory Corporations / Boards / Companies / Universities / N.A.C.s / R.D.A.s / Appex Co-Operative Societies / Government Agencies / State Aided Institutions etc. and Offices Subordinate to them are required to purchase their requirement of the aforesaid store item exclusively from the rate contract holding firms of this Directorate at the rate and terms of rate contract without inviting tenders/quotations therefore in accordance with the provisions made in Appendix-6 of the OGFR Vol-II.

6. The Indenting Departments must ensure submission of **Valid EP&M Registration certificate & GST Registration Certificate** of the concerned SSI units at the time of purchase of store item.

7. The Purchasing Department should obtain an undertaking from rate contract holders to the effect that after execution of purchase order of the concerned Department, the unit shall not exceed its annual production capacity.

8. This may please be brought to the notice of all sub-ordinate offices for information and necessary action at their level.

9. Receipt of the communication may please be acknowledged.

*S. Mishra*  
DIRECTOR 27/2/26

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Memo No. **1104** /EPM, Dt. **27.02.2026**

Copy forwarded to A.G. (Audit-I) & (Audit-II), Odisha, Bhubaneswar / Principal, A.G. (A&E) Odisha, Bhubaneswar / Senior D.A.G. (Works Audit), Odisha, Dhenkanal Building, Po/Dist-Puri / Resident Audit Officer, Indravati Project, Po-Khatiguda, Dist-Nabarangpur, Odisha for information and necessary action.

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*27/02/26*  
Joint Director (R/C)

Memo No. **1105** /EPM, Dt. **27.02.2026**

Copy forwarded to All Collectors / General Managers, All District Industries Centers for information and necessary action.

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*27/02/26*  
Joint Director (R/C)

Memo No. **1106** /EPM., Dt. **27.02.2026**

Copy forwarded to Central Government Undertakings in the State/General Manager (Materials), NALCO Ltd, Nalco Bhavan Nayapalli, Bhubaneswar, 751061/ Technical Director, NIC, Bhubaneswar for information and necessary action.

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*27/02/26*  
Joint Director (R/C)

Memo No. **1107** /EPM, Dt. **27.02.2026**

Copy forwarded to the MSEs concerned for information and guidance.

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*27/02/26*  
Joint Director (R/C)

Memo No. **1108** /EPM, Dt. **27.02.2026**

Copy forwarded to All Industries Associations for information and necessary action.

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*27/02/26*  
Joint Director (R/C)

Memo No. **1109** /EPM, Dt. **27.02.2026**

Copy forwarded to All Testing Laboratories of EPM, / Registration / Inspection / Statistics / Export Marketing / Library / Rate Contract Section / P.A. to Director / News Letter Cell / All Officers / Deputy Director (Marketing) In-charge of Website / Computer Cell / Guard File Rate Contract for information and necessary action.

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*27/02/26*  
Joint Director (R/C)

Memo No. **1110** /EPM, Dt. **27.02.2026**

Copy forwarded to the Director, Elementary Education, Odisha, Bhubaneswar / Director, Secondary Education, Odisha, Bhubaneswar / Directorate of Technical Education & Training, Odisha, Cuttack for information and necessary action.

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*27/02/26*  
Joint Director (R/C)

Memo No. **1111** /EPM, Dt. **27.02.2026**

Copy forwarded to the Additional Secretary to Govt, MSME Department., Odisha for information.

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*27/02/26*  
Joint Director (R/C)

**STATEMENT - A**

Sl No.	Name of the Rate Contract holding SSI Units.	EP&M Regn No.	Rate Contract No.	Validity period of EP&M Registration certificate for the item.	Validity period of EP&M Rate Contract for the item	Annual production capacity.
1	2	3	4	5	6	7
1	M/s Saswat Industries having factory at At- Industrial Estate Plot No.2 and 3, Dist- Kandhamal (Phulbani), Block- PHULBANI, PIN- 762001	0167	04-EM-05-12 / Steel Book Case/ 2024-25/ 14	20.06.2028	03.12.2026	500 Nos.

*PHD*  
*27/02/2026*  
Joint Director (R/C)

Sl No.	Description of the Store item	Unit Rate
1	2	3
1.	Steel Bookcases conforming to I.S. No- 7761/1983(Bookshelf with Glass Door).	Rate per each
a.	Sides, Back, Tops and bottom and fixed shelves shall be made out of C.R sheet of 1mm thick.	Rs.10252.00 (Rupees ten thousand two hundred fifty two) only
b.	Each shutter frame shall be made out of 1.25mm C.R sheet with border frame width not more than 65mm fitted with	
	(i) 2nos of zinc base alloy handle of 125mm length and one six lever lock.	
	(ii) Plain transparent glass sheet conforming to I.S No.2835/1987 of 3mm thick screwed at the back side border of glass.	
c.	Each shutter frame shall swivel along its axis with provision of sliding in guides made of C.R. Sheet at the top to keep the compartment open.	
d.	Finish- The item shall be painted with two coats of enamel paint over a coat of metal primer. Size- Height - 1675 mm Width - 840 mm Depth - 305 mm No. of compartments – 4 nos (equal size)	

**Terms of Delivery: -**

The rate recommended for conclusion of fresh rate contract is Ex-factory and exclusive of Goods and Service Tax (GST), which may be charged extra as admissible.

In case the contractor fails to execute the order within the prescribed/mutually agreed time schedule liquidated damage @ 0.5 per cent per week of the value of the quantum of materials involved in the delay subject to maximum 2.5 per cent shall be realized from the contractor by the Indenting Officer from the bill as per clause 20(v) of Rules of Rate Contract, 2014.

The transportation charges of store items under EPM rate contract will be determined by competent authority of the Indenting office as per Schedule of rate for conveyance of material of Works Department issued vide OM No. 6785 Dated 20.04.2023(Schedule of Rate-2022). This has been approved vide letter No. 649/MSME Dated 22.01.2025 of MSME Department.

The period of delivery of stores may be mutually settled between the indenting officers & the contractor (**Rate contract holding MSEs**), in emergent cases.

**Payment: -**

The buyer (Indenting Officer) shall make immediate payment of the dues payable to the suppliers against the supplies made under the rate contract Payment should be made within 45 days from the receipt of the store failing which the buyer (Indenting Officer) shall be liable to pay the amount with interest thereon as per Section-15 & Section-16 of delayed payment to Micro and Small Enterprise under MSMED Act, 2006.

  
 Joint Director (R/C)

