

**DIRECTORATE OF EXPORT PROMOTION AND MARKETING, ODISHA,  
RAPTANI BHAWAN, 1st FLOOR, NAYAPALLY, BHUBANESWAR – 15**  
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No. VIEMM- 14/23(DEPM-RC-MISC-0032-2024)/1719/EPM, Dt. 28.04.2026

To

All Departments of Govt./All Heads of Departments/  
All State Owned Corporations & Undertakings including GRIDCO.

**Sub: Extension of Rate Contract in respect of the store item "Compact Desk-cum-Bench (Dual Desk) made out of ISI Marked Prelaminated MDF Board."**

Ref:- This Directorate rate contract circulars No.4088/EPM,dt.04.10.2024, No.4548/EPM,dt.07.11.2024, No.4784/EPM,dt.29.11.2024, No.88/EPM,dt.04.01.2025, No.97/EPM,dt.04.01.2025, No.154/EPM,dt.08.01.2025, No.538/EPM,dt.31.01.2025, No.645/EPM,dt.11.02.2025, No.654/EPM,dt.11.02.2025, No.973/EPM,dt.07.03.2025, No.1483/EPM,dt.29.03.2025, No.1560/EPM,dt.04.04.2025, No.1757/EPM,dt.17.04.2025, No.1950/EPM,dt.01.05.2025, No.2390/EPM dt.03.06.2025, No.2418/EPM dt.05.06.2025, No.2825/EPM dt.02.07.2025, No.2834/EPM dt.02.07.2025, No.2972/EPM dt.14.07.2025, No.3492/EPM dt.07.08.2025, No.3843/EPM dt.09.09.2025, No.4155/EPM dt.04.10.2025, No.4299/EPM dt.17.10.2025, No.4350/EPM dt.18.10.2025, No.4482/EPM dt.30.10.2025, No.4873/EPM dt.18.11.2025, No.4882/EPM dt.18.11.2025, No.4891/EPM dt.18.11.2025, No.5365/EPM dt.17.12.2025, No.5443/EPM dt.19.12.2025, No.73/EPM dt.06.01.2026, No.194/EPM dt.15.01.2026, No.664/EPM dt.11.02.2026, No.673/EPM dt.11.02.2026, No.946/EPM dt.20.02.2026, No.976/EPM dt.21.02.2026, No.1370/EPM dt.20.03.2026

The undersigned is to invite reference to this Directorate rate contract circulars cited above on the noted subject, and to say that after renewal of EP&M registration the period of validity of rate contract in respect of the store item "**Compact Desk-cum-Bench (Dual Desk) made out of ISI Marked Prelaminated MDF Board**" in favor of **02 (Two) MSE** is hereby extended up to **dt.02.10.2026 (or till issue of fresh rate contract circular whichever is earlier)** at the existing rate, with effect from the date of the issue of this circular.

2. The details of the above **rate contract indicating the name of rate contract holding MSEs, 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 unit, Annual production Capacity for this store item as per DIC certificate, Description of the store item, prices, terms of delivery and mode of payment etc.** have been indicated in '**Statement-A&B**' 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 / Apex 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 should ensure submission of **valid EP&M registration certificate and GST Registration certificate** 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 under your administrative control for information and necessary action at their level

1 of 7

*S. Kishore*  
28/4/26  
Director  
Export Promotion & Marketing  
Odisha, Bhubaneswar

9. Receipt of the communication may please be acknowledged.

Memo No. 1720 /EPM., Dt. 28.04.2026

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, Upper Jndravati Project, Po-Khatiguda, Dist-Nabarangpur, Odisha for information and necessary action.

*Signature*  
DIRECTOR 28/4/26

*the*  
28/04/26  
Joint Director (Rate Contract)

Memo No. 1721 /EPM., Dt. 28.04.2026

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

*the*  
28/04/26  
Joint Director (Rate Contract)

Memo No. 1722 /EPM., Dt. 28.04.2026

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.

*the*  
28/04/26  
Joint Director (Rate Contract)

Memo No. 1723 /EPM., Dt. 28.04.2026

Copy forwarded to the Units concerned for information and necessary action.

*the*  
28/04/26  
Joint Director (Rate Contract)

Memo No. 1724 /EPM., Dt. 28.04.2026

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

*the*  
28/04/26  
Joint Director (Rate Contract)

Memo No. 1725 /EPM., Dt. 28.04.2026

Copy forwarded to All Testing Laboratories of EP&M / Registration / Inspection / Statistics / Export / Marketing / Library / Rate Contract Section / P.A. to Director / News letter Cell / All Officers /Computer Cell / Guard File Rate Contract / Asst.Director (Costing)-in-charge-of Website for information.

*the*  
28/04/26  
Joint Director (Rate Contract)

Memo No. 1726 /EPM., Dt. 28.04.2026

Copy forwarded to the F.A.-Cum-Joint Secretary to Government, School and Mass Education Department, Odisha, Bhubaneswar, Director, Directorate of Secondary Education Odisha, Bhubaneswar / Director, Directorate of Elementary Education Odisha, Bhubaneswar, Director, Directorate of Technical Education & Training, Buxi Bazar, Cuttack for information and necessary action.

*the*  
28/04/26  
Joint Director (Rate Contract)

Memo No. 1727 /EPM., Dt. 28.04.2026

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

*the*  
28/04/26  
Joint Director (Rate Contract)

**STATEMENT - 'A'**

Sl. No	Name of the Rate Contract holding MSEs.	EP& M Regn. No.	Rate Contract No.	Validity of EPM Registration certificate for the item	Validity of EPM Rate contract for the item	Annual production capacity
1	2	3	4	5	6	7
1	M/s Swastik Engineering Works, At-Ujalpur, Dist-Sundargarh, Pin-770011.	0119	04-EM-04/10/ Compact Desk-cum-Bench (Dual Desk)/ 2024-25/ 47	16.03.2029	02.10.2026	3000 Nos
2	M/S Sahid Fabrication, At/Po Lephripara Dist Sundargarh, Dist-Sundargarh, Block-Lephripara, Pin-770012	0076	- do - / 78	01.02.2029	02.10.2026	2000 Nos.

  
28/04/26

Joint Director (Rate Contract)

**Statement – A**

DRAWING, DESIGN & SPECIFICATION FOR **COMPACT DESK – CUM-BENCH (DUAL DESK)**, TYPE – I APPROVED BY SCHOOL & MASS EDUCATION DEPARTMENT, GOVT. OF ODISHA.

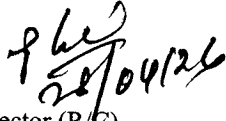
- SCOPE:** The specification covers designs, dimensions, materials, manufacture and finish of Compact Desk – cum- Bench (Dual Desk), Type – I for School students up to **Class – X**.
- MATERIALS:** The materials used in different components shall confirm to the quality prescribed in relevant IS: specification or equivalent specification.

COMPONENTS	SPECIFICATION	
<b>3.</b> <b>i) Frame</b>	Frame shall be manufactured from M.S. hollow square tube of size - 25 x 25 x 1.25 mm, material conforming to IS: No. 4923.	<b>Rate or price per each</b>
<b>ii) Screw</b>	Fully threaded parallel shank steel screw/star screw of size M 10 x 38 mm	
<b>iii) Board</b>	ISI Marked Pre-laminated Medium Density Fibre (M.D.F) Board having thickness 18 mm, Grade – 2, Type- 2 conforming to IS: No. 14587.	
<b>4. Manufacture</b>	<p>The Compact Desk-Cum-Bench (Dual Desk) is for the High School, Upper Primary School and Lower Primary School students. The frame shall be made out of M.S. square tube of sizes – 25 x 25 x 1.25 mm thick, material conforming to IS: No. 4923. The desktop, shelf, bench seat, back rest and book protector shall be made out of cut to size ISI Marked Pre-Laminated Medium Density Fibre Board of 18 mm thick conforming to I.S No. 14587, Grade – 2, Type- 2. Each cut to size M.D.F Board shall bear ISI Mark and hologram. Front modesty upper panel shall be of 18mm thick ISI Marked Pre-laminated M.D.F Board having width 8". The Pre-laminated Medium Density Fibre Board shall be fixed by fully threaded parallel shank steel screw of size No. 10 x 38 mm with the square tubes. There should not be any gap between frame and Pre-laminated M.D.F Boards. The square tube frame shall be painted with metal primer and two coats of High gloss texture stipple finish paints of snow white/off white/grey in colour. The edges of the pre-laminated M.D.F Boards shall be lipping/banding with 2 mm thick PVC edge bidding. The colour of the ISI Marked Pre-laminated MDF Board shall be of snow white/off white and the front modesty upper panel shall be snow white/off white/blue colour.</p> <p>The Desk –Cum- Bench shall be made as per the drawing and designs approved by the School &amp; Mass Education Department, Govt. of Odisha.</p> <p>The Compact Desk- Cum- Bench (Dual Desk) shall be of following sizes:-</p> <p align="center"><b>A. 42" x 33" x 36" (L x W x H)</b></p>	<b>Rs.4170.00 per each.</b> <b>(Rupees four thousand one hundred seventy) only per each.</b>

Joint Director (R/C)

	<b>B. 36" x 30" x 28" (L x W x H)</b>	Rs.3610.00 per each. (Rupees three thousand six hundred ten) only per each.
<b>5. Design and Dimensions</b>	As per drawing at Annexure – I & II.  <b>Tolerance on dimension:</b>  i) Linear dimension: $\pm 5$ mm. ii) Tolerance of materials :- May be referred to relevant materials I.S specification	
<b>6. Finish</b>	Welding should be all along the joint and finished smooth. All the members in the frame shall be free from welding joints except the meeting points. All the steel components shall be finished smooth and coated with two coats of High gloss texture stipple finish paints over an application of one coat of metal primer. Painting shall be uniform snow white/off white/grey in colour.	
<b>7. Warranty</b>	Warranty period in number of years: - 2 (two).	

**N.B :**The specification should be read with the drawing, design and dimension as per enclosed Annexure – I & II.

  
 Joint Director (R/D)

**Statement –B**

DRAWING, DESIGN & SPECIFICATION FOR **COMPACT DESK – CUM-BENCH (DUAL DESK), TYPE –II** APPROVED BY SCHOOL & MASS EDUCATION DEPARTMENT, GOVT. OF ODISHA.

- SCOPE:** The specification covers designs, dimensions, materials, manufacture and finish of Compact Desk – cum- Bench (Dual Desk),  
Type – II for School students up to **Class – X**.
- MATERIALS:** The materials used in different components shall confirm to the quality prescribed in relevant IS: specification or equivalent specification.

COMPONENT S	SPECIFICATION	
3i) Frame	Frame shall be manufactured from M.S. hollow square tube of size - 25 x 25 x 1.25 mm, material conforming to IS: No.4923.	<b>Rate or price per each</b>
ii) Screw	Fully threaded parallel shank steel screw/star screw of size M 10 x 38 mm	
iii) Board	ISI Marked Pre-laminated Medium Density Fibre (M.D.F) Board having thickness 18 mm, Grade – 2, Type- 2 conforming to IS: No. 14587.	
4. Manufacture	<p>The Compact Desk-Cum-Bench (Dual Desk) is for the High School, Upper Primary School and Lower Primary School students. The frame shall be made out of M.S. square tube of sizes – 25 x 25 x 1.25 mm thick, material conforming to IS: No.4923. The desktop, shelf, bench seat, back rest and book protector shall be made out of cut to size ISI Marked Pre-Laminated Medium Density Fibre Board of 18 mm thick conforming to I.S No. 14587, Grade – 2, Type- 2. Each cut to size M.D.F Board shall bear ISI Mark and hologram. Front modesty upper panel shall be of 18mm thick ISI Marked Pre-laminated M.D.F Board having width 8". The Pre-laminated Medium Density Fibre Board shall be fixed by fully threaded parallel shank steel screw of size No. 10 x 38 mm with the square tubes. There should not be any gap between frame and Pre-laminated M.D.F Boards. The square tube frame shall be painted with metal primer and two coats of High gloss texture stipple finish paints of snow white/off white/grey in colour. The edges of the pre-laminated M.D.F Boards shall be lipping/banding with 2 mm thick PVC edge bidding. <b>Back – inclined backwards 5° to 10° from the vertical height.</b> The colour of the ISI Marked Pre-laminated MDF Board shall be of snow white/off white and the front modesty upper panel shall be snow white/off white/blue colour.</p> <p>The Desk –Cum- Bench shall be made as per the drawing and designs approved by the School &amp; Mass Education Department, Govt. of Odisha.</p> <p>The Compact Desk- Cum- Bench (Dual Desk) shall be of following sizes:-</p> <p align="center"><b>A. 42" x 33" x 36" (L x W x H)</b></p>	<p>Rs.4230.00 per each. (Rupees four thousand two hundred thirty) only per each.</p>

Joint Director (R/C)

	<b>B. 36" x 30" x 28" (L x W x H)</b>	Rs.3680.00 per each. (Rupees <b>three thousand six hundred eighty</b> ) only per each.
<b>5. Design and Dimensions</b>	As per drawing at <b>Annexure – I &amp; II.</b>  <b>Tolerance on dimension:</b>  i) Linear dimension: $\pm 5$ mm. ii) Tolerance of materials :- May be referred to relevant materials I.S specification	
<b>6. Finish</b>	Welding should be all along the joint and finished smooth. All the members in the frame shall be free from welding joints except the meeting points. All the steel components shall be finished smooth and coated with two coats of High gloss texture stipple finish paints over an application of one coat of metal primer. Painting shall be uniform snow white/off white/grey in colour.	
<b>7. Warranty</b>	Warranty period in number of years: - 2 (two).	

**N.B :** The specification should be read with the drawing, design and dimension as per enclosed **Annexure – I & II.**

**Terms of Delivery: -**

The rate recommended above for conclusion of rate contract are Ex-factory and exclusive of Goods and Service Tax, which may be charged extra as admissible.

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.

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 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 Enterprises under MSMED Act-2006.

Joint Director (Rate Contract)

*PKC*  
*26/04/26*

