

**DIRECTORATE OF EXPORT PROMOTION AND MARKETING, ODISHA,
RAPTANI BHAWAN, 1st FLOOR, NAYAPALLY, BHUBANESWAR – 15
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No.VIEMM-02/2024 (DEPM-RC-MISC-0012-2024)- 671 /EPM, Dt. 03.02.2026

To

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

Sub : Extension of rate contract in respect of the store item Composite Office Table conforming to I.S. No.8126/1993 (Reaffirmed 2022).

Ref: This Directorate rate contract circulars
No.3662/EPM,dt.31.08.2024,No.3980/EPM,dt.24.09.2024,No.4197/EPM,dt.09.10.2024,No.4458/
EPM,dt.29.10.2024,No.4766/EPM,dt.29.11.2024,No.4775/EPM,dt.29.11.2024,No.4830/
EPM,dt.03.12.2024,No.4841/EPM,dt.04.12.2024,No.326/EPM,dt.27.01.2025,No.1533/
EPM,dt.04.04.2025, No. 2037/EPM, dt. 08.05.2025, No. 2672/EPM dt. 19.06.2025, No. 3292/EPM dt.
30.07.2025, No. 3380/EPM Dt. 02.08.2025, No. 4069/EPM Dt. 22.09.2025, No. 4319/EPM Dt.
18.10.2025, No. 4491/EPM Dt. 30.10.2025, No. 5137/EPM Dt. 05.12.2025, No. 5374/EPM Dt.
17.12.2025, No. 5383/EPM Dt. 17.12.2025, No. 144/EPM Dt. 12.01.2026

The undersigned is to invite reference to this Directorate rate contract circular cited above and to say that consequent upon renewal of EP&M Registration, the period of validity of rate contract of **01 (One) no.** of MSE in respect of the item **“Composite Office Table” conforming to I.S. No.8126/1993 (Reaffirmed 2022) and EPM R/C specification** is hereby extended for supply of the aforesaid item and the rate contract will remain valid up to **30.08.2026 (or till issue of fresh rate contract circular whichever is earlier)** with effect from the date of issue of this circular.

2. The details of the above rate contract indicating the name of rate contract holding SSI unit, 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’ 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 for information and necessary action at their level.
9. Receipt of the communication may please be acknowledged.

S. Mishra
DIRECTOR 3/2/26

Memo No. **472** /EPM., Dt. **03.02.2026**
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, Upper Indravati Project, Po-Khatiguda, Dist-Nabarangpur, Odisha for information and necessary action

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3/2/26

Joint Director (Rate Contract)

Memo No. **473** /EPM., Dt. **03.02.2026**
Copy forwarded to all Collectors / District Welfare Officers / General Managers / Project Managers, All District Industries Centers for information and necessary action.

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3/2/26

Joint Director (Rate Contract)

Memo No. **474** /EPM., Dt. **03.02.2026**
Copy forwarded to Central Government Undertakings in the State/The General Manager (Materials), NALCO Ltd, Nalco Bhavan Nayapalli, Bhubaneswar-751061/The Technival Director, NIC, Bhubaneswar for information and necessary action.

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3/2/26

Joint Director (Rate Contract)

Memo No. **475** /EPM., Dt. **03.02.2026**
Copy forwarded to the MSEs concerned for information and guidance.

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3/2/26

Joint Director (Rate Contract)

Memo No. **476** /EPM., Dt. **03.02.2026**
Copy forwarded to All Industries Associations for information and necessary action.

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3/2/26

Joint Director (Rate Contract)

Memo No. **477** /EPM., Dt. **03.02.2026**
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 / Deputy Director(Statistics) / Computer Cell / Guard File Rate Contract / Deputy Director (Costing)-in-charge of Website for information .

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3/2/26

Joint Director (Rate Contract)

Memo No. **478** /EPM., Dt. **03.02.2026**
Copy forwarded to the Director, Panchayati Raj, Odisha, Bhubaneswar/Director, Secondary Education Odisha, Bhubaneswar / Director, Elementary Education Odisha, Bhubaneswar/I.G. of Police(Procurement) State Police Head Quarters, Buxi Bazar, Cuttack for information and necessary action.

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Joint Director (Rate Contract)

Memo No. **479** /EPM., Dt. **03.02.2026**
Copy forwarded to the Additional Secretary to Government, MSME Department, Odisha for information.

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Joint Director (Rate Contract)

STATEMENT-A

Sl. No	Name of the R/C holding SSI units.	EP &M Reg n. No.	Rate contract No.	Validity of EPM Registration	Validity of EPM Rate contract	Annual production capacity as per DIC certificate
1	2	3	4	5	6	7
01	M/s. M.L. Industries, At. Balisahi (Nuapada) P.o.Madhupatna, Cuttack-753010	006 2	04-EM- 01-03 Composit e office Table/ 2024-25/ 07	10.12.2028	30.08.2026	25.00 MT including rack and chair

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3/2/26

Joint Director (Rate Contract)

STATEMENT – ‘A’
DRAWING, DESIGN & SPECIFICATION FOR
COMPOSITE OFFICE TABLE CONFORMING TO IS: NO - 8126/1993 (Reaffirmed
2022) & EPM R/C SPECIFICATION

1. **SCOPE:** The specification covers designs, dimensions, materials, manufacture and finish Composite Office Table.
2. **MATERIALS:** The materials used in different components shall confirm to the quality prescribed in relevant IS: specification or equivalent specification.

COMPONENTS	SPECIFICATION	Rate per each
3. i) Frame & Foot rest.	Frame & Foot rest shall be manufactured from steel square tube of size - 25 x 25 x 1.25mm, material conforming to IS: No.4923.	
ii) Table Top & Drawer Box.	Shall be made out of 18mm thick ISI Marked Pre-Laminated MDF Board as per I.S. 14587.	
i) Side bidding in P.L MDF Boards.	2mm thick PVC edge banding in size in side lipping.	
ii) Drawer Box & Cup-board	Drawer Box & Cup-Board shall made out of 1 mm thick C.R. Sheet as per IS:513	
iii) Lock	The Lock shall be 6 levers with duplicate keys of non-corrosive materials conforming to IS: 729.	
iv) Handle	Each drawer & cup-board door shall be fitted with a corrosion resistant metal handle in such a way a built-in pull mechanism.	
v) Knee space width.	560mm (min)	
vi) Welding joint in the frame	By four side continuous welding with smooth finish.	

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Joint Director (Rate Contract)

4. Manuf cture	The Composite Office Table (with Cupboard & Drawer) frame shall be made out of ERW miled steel square tube of sizes – 25 x 25 x 1.25 mm thick, material conforming to IS: No. 4923. The top 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. I.S. 14587. The Pre-laminated Medium Density Fibre Board shall be fixed by fully threaded parallel shank steel screw of size No. 10 x 38mm with a steel frame at the bottom so as to fasten the top with the body pedestal and frame. There should not be any gap between frame and Pre-laminated M.D.F Boards. Knee cover shall be provided in the Executive Table having one cup-board & 3 nos. of drawer boxes. 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 Composite Office Table (with drawer, Cup -Board & without drawer Cup- Board) shall be of following sizes:	Rate per each
	i) 1219mm(48'')(W) x 610 mm (24'')(D) x 762 mm(30'')(H) with three drawers. Drawer Box size: 559 mm(22'') (D) x 356 mm(14'') (W) x 432mm (17'') (H).	Rs.5375.00 (Rupees Five thousand three hundred seventy five)only
	(ii) 1524mm (60'')(W) x 914mm (36'') (D) x 762mm (30'') (H) with three drawers & one Cup-board. Size of Drawer box: 559 mm (22'') (D) x 356 mm (14'') (W) x 432 mm (17'') (H). Size of Cup-Board: 559 mm (22'') (D) x 356 mm (14'') (W) x 432 mm (17'') (H).	Rs.7484.00 (Rupees Seven thousand four hundred eighty four)only
	iii) 1829mm (72'')(W) x 914mm (36'') (D) x 762mm (30'') (H) with three drawers & one Cup-board. Size of Drawer box: 559 mm (22'') (D) x 356 mm (14'') (W) x 432 mm (17'') (H). Size of Cup-Board: 559 mm (22'') (D) x 356 mm (14'') (W) x 432 mm (17'') (H).	Rs.8106.00 (Rupees Eight thousand one hundred six)only
	iv) 1067mm (42'')(W) x 610mm (24'') (D) x 762mm (30'') (H) with two drawer. Size of Drawer box: 559 mm (22'') (D) x 356 mm (14'') (W) x 305mm (12'') (H).	Rs.4458.00 (Rupees Four thousand four hundred fifty eight)only
	v) 1067mm (42'')(W) x 610mm (24'') (D) x 762mm (30'') (H) without drawer & cupboard and with foot rest.	Rs.2018.00 (Rupees Two thousand eighteen)only

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5. Dimensions	Tolerance on dimension: i) Linear dimension: ± 5 mm. Tolerance of materials: – May be referred to relevant materials I.S specification
6. Finish	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.
7. Warranty	Warranty period in number of years: - 02 (two).

Terms of Delivery:-

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

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 Enterprises under MSMED Act, 2006.

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