On-line access to contract ordering information, terms, and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: GSAAdvantage.gov. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

**SCHEDULE TITLE:**
MAS – Multiple Award Schedule
Office Management – Office Supplies

**CONTRACT NUMBER:** 47QEA19D00CP

**CONTRACT PERIOD:** September 23, 2019 – September 22, 2024

MOD NUMBER: PA-0017
EFFECTIVE DATE: 05/03/2021

**Direct Global Supplies, Inc.**
200 S Newman Street, Unit 3
Hackensack, NJ 07601

Contact: Prakash G. Lakhani
Phone Number: (908) 917-6752
Office Number: (973) 777-0601
Fax Number: (973) 777-0602
E-mail: directglobalsupplies@gmail.com

**BUSINESS SIZE:** Small Business, Women Owned Business and Women Owned Small Business (WOSB)

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.
1. **Table of awarded SINs:**
   339940 – Office Products

2. **Maximum order:** $250,000

3. **Minimum order:** $100.00

4. **Geographic coverage:** Domestic.

5. **Point(s) of production:** Hackensack, NJ

6. **Discount from list prices or statement of net price:** Prices are net prices

7. **Quantity discounts:** None

8. **Prompt payment terms:** 1% 15, Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. **Foreign items:** None

10a. **Time of delivery:** 30 days ARO

10b. **Expedited Delivery:** Contact the Contractor for rates.

10c. **Overnight and 2-day delivery:** Contact the Contractor for rates

10d. **Urgent Requirements:** Contact the Contractor for rates

11. **F.O.B. point(s):** Destination.

12a. **Ordering address(es):**
    Direct Global Supplies, Inc.
    200 S Newman Street, Unit 3
    Hackensack, NJ 07601

12b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. **Payment address(es):**
    Direct Global Supplies, Inc.
    200 S Newman Street, Unit 3
    Hackensack, NJ 07601

14. **Warranty provision:** Within 30 days of purchase in original, unused conditions. Unless manufacturing defect. Merchandise that has been opened, used, or altered will not be accepted for return or exchange. Damaged or incorrect items may be replaced at our discretion with the need for return shipping of the original part (s). If a shipping error on our part is made or defective parts are shipped, they will be replaced free of charge.

   **Return/Restocking Policy:** Restocking fee if an incorrect quantity of products or other ordering error is made on your part the returned items will subject to 20% restocking which will be deducted from your refund. Shipping and Handling charges are no refundable.

   **Exchange Policy:** If you ordered the wrong item or requested an incorrect part number, we will be happy to credit the purchase you made and ship you the correct item for the difference in price from the original part plus shipping and handling.
15. **Export packing charges**: Not applicable.

16. **Terms and conditions of rental, maintenance, and repair**: Not applicable.

17. **Terms and conditions of installation**: Not applicable.

18a. **Terms and conditions of repair parts**: Not applicable.

18b. **Terms and conditions for any other services**: Not applicable.

19. **List of service and distribution points**: Not applicable.

20. **List of participating dealers**: Not applicable.

21. **Preventive maintenance**: Not applicable.

22a. **Special attributes such as environmental attributes**: Not applicable.

22. **Section 508 compliance (EIT)**: Not applicable.

23. **Data Universal Number System (DUNS) number**: 060139328

24. **System for Award Management**: Registered and active in SAM