

REGISTERED

M/s Green Birds Printer,
130, St. No. 3,
Opp. Nankana Sahib Public School,
Gate Jasdev Singh Nagar, Gill,
Ludhiana – 141116.

Subject: Supply & Printing of Forms required for Estate Office.

Please refer to your quotation dated 05.08.2009. Your quotation has been considered and approved. We are pleased to place order with you for printing and supply of Forms as per terms & conditions mentioned below.

S.No.	Name of items & full specifications	Qty.	Rate(Rs.)	Amount(Rs.)
1.	Printing of Maintenance Complaint Form. Quality of paper 70 GSM. Binding Ordinary. Each pad containing of 100 Forms.(Green Colour).	100 Pads	@ 49/- each	4900-00
2.	Printing of Material Detail Form. Quality of paper 70 GSM. Binding Ordinary. Each pad containing of 100 Forms.(White Colour).	100 Pads	@ 49/- each	4900-00
			Total	9800-00

(Rupees Nine thousand eight hundred only).

N.B. : Before final printing, proof of printing & quality of paper will have to get approved from authorized officer of Institute.

To avoid any delay for release of payment, please comply with the terms & conditions as given below.

TERMS & CONDITIONS :

1. DESPATCH INSTRUCTIONS :

Price (s) are net & FOR Institute. Freight, forwarding and packing charges will be borne by supplier.

2. PAYMENT:

Payment shall be made against delivery of material in good condition and satisfactory inspection against your bill.

Contd. P/2

3. DELIVERY PERIOD :

- a. The supply of material shall be delivered/despached within **2-3 weeks** from the date of final checking of proof by indenter excluding 04 days as grace period to receive the mail. .
- b. Delivery period can be extended on justifying grounds by the competent authority of SLIET without penalty or by imposing penalty, quantum of penalty being at the discretion of indenter
- c. Supply in two lots is permissible and payment shall be made accordingly.
4. Only those items which are according to specifications and are received in perfect good condition and approved by the office will be paid for. Rejection, if any shall be replaced free of cost by you within reasonable time.
5. Bill(in Triplicate) duly supported by relevant original cash receipt for packing, forwarding, freight, insurance(if any payable by this institute) may be sent to the consignee. Invoice /bill must show the same description as given in the supply order.
6. Non acceptance of this order shall be conveyed to us within 7 days of its receipt, failing which unconditional acceptance thereof by you will be deemed conclusive.
7. The Director reserves the right to cancel the order without assigning any reason. In case of any dispute, the decision of the Director, SLIET shall be final & binding on both parties.
8. All disputes will be settled within the jurisdiction of the Head Quarter of Director, SLIET.
9. All the stores will be supplied to the Central Store of this Institute.

Kindly acknowledge receipt and arrange to execute the order at the earliest.

Sd/-
(C.S. MATHAROO)
STORE PURCHASE OFFICER
Dated : 10.12.2009

Endst. No.PUR/09/09/1414-18

Copy for information & necessary action to :-

1. E.O.
2. D.R.(A&A) – Expenditure is debitable under head 'Maint. & Bldg. A/c'.
3. HOD(CSE)/I/c, Network to put the order on website.
4. CSK

Sd/-
(C.S. MATHAROO)
STORE PURCHASE OFFICER