

REGISTERED

M/s. Bharat Furniture & Wood Woks,
Near Roxy Complex,
Sunami Gate,
Sangrur.

Subject: Supply of Drawing Boards for Mech. Engg. Deptt..

Please refer to your quotation dated 04.04.2009 and subsequent letter dated 11.09.2009. Your quotation has been considered and rates have been approved as given below. You are requested to supply the Drawing Boards as per terms & conditions given below.

S.No	Description	Qty.	Rate(Rs.)	Amount (Rs.)
1.	Drawing Boards made of M.S. Sqr. Pipe 25mm x 1.5mm thick as per drawing already supplied to you and your sample approved by the deptt. Tray should be made CRCs as per drawing. Painting quality of the pipe should be good. Height of the tray should be 40 mm as per drawing instead of 20 mm as supplied. Surface quality of board should be good without any edge breakages etc.	90 Nos.	@ 2950/- each	2,65,500-00
			Total	2,65,500-00

(Rupees Two Lacs sixty five thousand five hundred only).

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

TERMS & CONDITIONS :

1) **DESPATCH INSTRUCTIONS :**

- a) The material should be despatched by road transport at the Institute under supplier's own arrangements. In case the supply is despatched by rail, Sangrur is the nearest rail head. It will be your responsibility to take delivery from the railway authority/transporter and make an arrangement for the delivery of the material at the SLIET Campus, Longowal.
- b) Price (s) are FOR Institute. Freight, forwarding and packing charges will be borne by supplier.

Contd. P/2

c) The material shall be despatched securely packed, insured against any loss or damage during the transit at the cost of the supplier.

2. **PAYMENT:**

a) Payment shall be made within 30 days from the receipt of material in good condition and satisfactory inspection against your bill.

3. **DELIVERY PERIOD :**

a) The supply of material shall be delivered/despatched within **3-4 weeks** from the date of receipt of the supply order with a grace period of four days to receive the mail. Supply in two lots is permissible and payment shall be made accordingly. Supply must conform to the sample approved by the committee.

b) Delivery period can be extended on justifying grounds by competent authority without penalty or by imposing penalty, quantum of penalty being at the discretion of competent authority of SLIET.

c) The goods shall be brand new. The goods shall be inspected on delivery. The supplied goods should be exactly according to the specifications given in the supply order. Any article found defective will not be accepted. Such article(s) shall be removed from the institute by your own arrangements at your risk/cost.

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. Any deviation from these clauses and those mentioned in the quotation, the material is liable to be rejected at suppliers risk and cost without any financial obligation on the part of this office.

6. 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.

Contd. P/3

7. Non acceptance of this order shall be conveyed to us within 07 days of its receipt, failing which unconditional acceptance thereof by you will be deemed conclusive.
8. 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.
9. All disputes will be settled within the jurisdiction of the Head Quarter of Director, SLIET.
10. 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

Endst. No.PUR/69/08/196-200

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

Copy for information and necessary action to :-

1. HOD(Mech. Engg.)
2. D.R.(A&A) – Expenditure is debitible U/H “Furniture & Fixture GIA”.
3. HOD(CSE)/I/c, Network to put the order on website
4. C.S.K.

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