

REGISTERED

M/s Sagar Sales Corporation,
B-2/1203, Lehal Colony
(Near Shiv Mandir),
Patiala- 147001.

Subject: Supply of Items for Ricoh Xerox Machines Model Aficio 2000Le.

Please refer to your quotation dated SSC/SLIET/4C/2K9 dated 29.09.2009. Your quotation has been considered and approved. We are pleased to place order with you for supply of following items as per terms & conditions mentioned below.

S.No.	Description	Qty.	Rate(Rs.)	Amount(Rs.)
1.	Drum for Aficio MP 2000Le	02	3,700/- each	7,400-00
2.	Developer for Aficio MP 2000Le	02	3,300/- each	6,600-00
3.	Cleaning Blade.	02	650/- each	1,300-00
			Total	15,300-00
			VAT @ 12.5%	1,912-50
			G. Total	17,212-50

(Rupees Seventeen thousand two hundred twelve and fifty paise only)

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

TERMS & CONDITIONS :

1) **DESPATCH INSTRUCTIONS :**

- a) Price (s) are FOR Institute. Freight, forwarding and packing charges will be borne by supplier.
- b) The material shall be despatched securely packed, insured against any loss or damage during the transit at the cost of the supplier.

2. **PAYMENT:**

100% payment shall be made within 30 days from the receipt of stores in good condition and their satisfactory inspection against your bill.

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3. **DELIVERY PERIOD** :

- a) The supply of equipment/material shall be delivered/despached within **2-3 weeks** from the date of receipt of the supply order excluding 4 days to receive the mail. However, 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
 - b) The goods shall be brand new & should conform to brand & sample as provided. 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. Bill(in duplicate) 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 07 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.

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

Endst. No. : PUR/15/09/176-81

Copy for information and necessary action to :-

1. HOD(FET)
2. E.O.
3. HOD(CSE)/I/c, Network to put the order on website.
4. D.R.(A&A) – Expenditure is debitible U/H “ Maintenance”.
5. C.S.K.

(C.S. MATHAROO)
STORE PURCHASE OFFICER
Dated : 11.11.2009

(C.S. MATHAROO)
STORE PURCHASE OFFICER

