

REGISTERED

M/s Phulkian Press Pvt. Ltd.,
10-First Floor, City Centre,
Near 22 No. Phatak,
Patiala.

Subject: Supply & Printing of Annual Reports for the year 2008-09.

Please refer to your quotation No. 0270 dated 07.10.2009. Your quotation has been considered and approved. We are pleased to place order with you for printing and supply of Annual Reports as per terms & conditions mentioned below.

S.No.	Name of items & full specifications	Qty.	Rate(Rs.)	Amount(Rs.)
1.	Printing of Annual Report in English containing of 200 pages approximately. Size 18 x 22/4. Black and White on 130 GSM art paper having 8 coloured pages. Title cover coloured on 300 GSM card sheet including planning, scanning, designing, PS plates and laminated title with complete binding.	250 Copies	@ 138/60p each	34,650-00
2.	Printing of Annual Report in Hindi containing of 215 pages approximately. Size 18 x 22/4. Black and White on 130 GSM art paper having 8 coloured pages. Title cover coloured on 300 GSM card sheet including planning, scanning, designing, PS plates and laminated title with complete binding. Material of printing is in the CDs enclosed herewith.	100 Copies	@ 272/70p each	27,270-00
			Total	61,920-00 + VAT @ 4% extra

(Rupees Sixty one thousand nine hundred twenty only)) + VAT @ 4%.

Contd. P/2

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 FOR Institute. Freight, forwarding and packing charges will be borne by supplier.

2. PAYMENT:

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

b. ST/VAT is inclusive @ 4% as shown on pre-page. Where sales tax is charged extra following certificate should be appended on the bill.

“ Certified that the goods on which sales tax has been charged are not exempted under the ST act and that charges on account of sale tax are as per provision of the sales tax act”.

In absence of non submission of this certificate, payment towards ST/VAT may not be considered.

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.

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.

Contd. P/3

- 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.
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 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.

Encl : 02 CDs.

Endst. No.PUR/22/09/172-175

Copy for information & necessary action to :-

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

Sd/-

(C.S. MATHAROO)

STORE PURCHASE OFFICER

Dated : 09.11.2009

Sd/-

(C.S. MATHAROO)

STORE PURCHASE OFFICER

