**PURCHASE ORDER**

Purchase Order No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /

To,

**M/s.**

**Sub : Order for Supply, Installation, Commissioning and Training of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Contract Value : \_\_\_\_\_\_\_\_\_\_\_**including Taxes **Delivery Period : \_\_\_**Days **Contract Date** : / /

**Ref.: Your Bid no. \_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_**

With reference to your offer against our Tender No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dated: \_\_\_\_\_\_\_\_\_\_\_for Supply of under mentioned stores is accepted subject to the terms & conditions of the contract as mentioned in the said tender enquiry and in this Purchase Order to the extent of the quantity and the price as mentioned below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.****No** | **Description** | **Qty.** | **Unit** | **Rate****(Rs. P)** | **Total****(Rs. P)** |
| 1 | **Supply, Installation, and Commissioning and Training of \_\_\_\_\_\_\_\_\_\_\_****Make : \_\_\_\_\_****Model No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |  |
| **Sub Total** |  |
| **GST @ 18%** |  |
| **Other charges** |  |
| **Net Total**  |  |
| **ANNEXURES:** 1. Detailed Technical Specifications of the items.
2. Terms & Conditions of the Purchase Order.
3. Format for Performance Security Deposit Bank Guarantee.
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**NOTE:** THE ITEM SHOULDBE DELIVERED AT OUR STORES AS SPECIFIED BELOW STRICTLY BETWEEN 10:30AM & 3:00PM, FAILING WHICH IT WILL BE RECEIVED ON THE NEXT WORKIG DAY AND WITHOUT ANY LIABILITY ON US.

**Place of Delivery:** Department of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Sardar Vallabhbhai National Institute of
 Technology, Ichchhanath, Surat, Gujarat - 395 007.

Please acknowledge the receipt immediately.

Yours Faithfully

**Budget Head:**

**REGISTRAR**

**IMPORTANT:**

1. Copy of a challan duly receipted by the consignee or at least a copy of your bill indicating the challan no. and date under which the deliver has been effected should be sent to the Indenting Officer,

**DELIVERY INSTRUCTIONS:**

1. Stores are to be delivered to the Consignee at the place of Delivery stipulated in Purchase Order between 10:30 a. m .and 3:00 p.m. on working day.
2. No stores shall be accepted by the Consignee unless delivery challan giving full details of the Purchase Order number and date and description of stores, quantity, make. Unit, gross weight or tare weight are submitted with the Store. In the absence of any of the above, the Consignee shall refuse to take delivery of the store.
3. If delivery of the stores covered by this Purchase Order is effected after the stipulated delivery period, the receipt of the stores will be without prejudice to Indenters rights to claim liquidated damages of any other rights.