

Purchase Order No.

Date:

M/s.....

.....

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Contact No.....

Sub:

Ref.:

Dear Sir/Madam,

In inviting reference to your above mentioned quotation we have the pleasure in placing with you our order for supplying the following equipment(s)/laboratory item(s)/consumable item(s) toDivision, Institute of Advanced Study in Science and Technology (IASST) at the earliest under the terms and conditions given below:

Sl. No.	Description of item(s) with specification	Quantity	Rate per unit	Total US\$ /Rs.
Grand Total :				
(in words)				

Terms and conditions:

1. Price: Price including importing fees, duties and taxes a) with/without transportation and b) with insurance:
 2. Payment Terms: Payment after delivery of goods in proper form or satisfactory installation of equipment(s)/payment against Performa Invoice. Payment will be made through wire transfer. The supplier is requested to impart training to the concerned scientist on handling the equipment(s) at the supplier's own cost.
 3. Mode of Payment: a) Payment will usually be made in A/c payee cheque to be drawn on a Nationalised Bank after delivery of goods in proper form/satisfactory installation of equipment(s) (In case of domestic supplies).
- b) Deduction of income tax, sales tax/Vat will be made wherever applicable as per statute. (In case of domestic supplies).

4. Advance Payment: With the approval of the Purchase Committee advance payment may be released on full compliance of the Purchase Order and receipt of Performa Invoice/Bill. Final Bill/Invoice with challan/money receipt etc. is to be furnished after delivery of goods/satisfactory installation of equipment(s) for which advance payment was received against the Performa Invoice.
5. Billing Instruction: Please raise the Bill/Invoice in favour of Institute of Advanced Study in Science and Technology (IASST) in duplicate and submit it to the Registrar, IASST with reference number of the Purchase Order.
6. Delivery Schedule: Withindays after the date of despatch of the advance payment. In case of any extension of delivery period, prior approval from the authority of the Institute has to be obtained. The goods/materials have to be delivered at the IASST.
7. Packing list (with cost)/Post parcel wrapper (with cost) wherever applicable.
8. Certificate of country origin:
9. Railway receipt (In case of domestic supplies) consignment note:
10. Manufacturer's Certificate:
11. Bill of ship loading/Airway Bill
(If the price is without transportation):
12. Insurance Certificate:
13. Part shipment: Not allowed.
14. Cancellation of Purchase Order: In case of failure to comply with specifications, terms and conditions of the order or accepted delivery schedule, the IASST shall have sufficient grounds for cancellation of this purchase order without being liable for paying any compensation to the supplier. Moreover, in case of delay in supply, liquidated damage at the rate of 0.5% on the value of Purchase Order per week will be recovered.
15. Custom Clearance: Custom clearance will be done by our house agent in New Delhi:
Custom agent: M/s. Track Cargo Pvt. Ltd.
T-20, 3rd Floor, Manish Chamber-II, Plot-5
LSC, Sector-12, Dwarka, New Delhi-110078.
Phone No.- 91-11-28035376
Fax: 91-11-28034377.
Email: info@trackcargo.in,
trackcargo@airtelmail.in

The supplier is requested to communicate to our agent regarding shipping details to avoid delay in clearance.

Packing Instruction: Packing should be as per good international commercial standard so that packages are protected in case of any type of shipment. Each package shall be wrapped in a manner so as to provide maximum protection from surface and structural damage for transportation to IASST, Guwahati, India.

The following must be marked on top of each package:

Scientific Instruments/Components

Please handle with care

Head of the Division.....

Institute of Advanced Study in Science and Technology,
Paschim Boragaon, Guwahati-781035, Assam (India)

Purchase Order No.

Date:

Thanking you.

Yours Sincerely

(D. Goswami)
Registrar, IASST.

Memo No. IASST/ /15-16/

Date:

Copy to:

1. The P.S to the Director, IASST.
2. The Chairman, Purchase Committee, IASST.
3. Concerned Faculty/Head of the Division.
4. The FAO, IASST.
5. Concerned file.

D. Goswami