



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
 (An Institute of National Importance)
 Under Ministry of Education, Govt. of India



PO No: NITRR/Dept/Year/.....

Raipur, Dated.....

PURCHASE ORDER

To,

NIT, Raipur GST No. :
22AAAJN0643G1ZN

M/s

.....

Sub: Supply of

Ref: Your Quotation No.Dated

Dear Sir,

With reference to above we are pleased to place the order with you for supply of following Items: -

S.No.	Description of Materials	Unit	Qty.	Unit Rate	Total Amount Rs.
CGST@09%					
CGST@09%					
Total Amount					
In words:					

Terms & conditions: -

- (1) Delivery: At Department of -----, NIT, Raipur. Invoice and Challan (3 copies each) to be submitted at the department.
- (2) Delivery Period: Within ----- Days of the date of this Purchase Order.
- (3) Warranty: ----- (in months). Please enclose Warranty Certificate with invoice.
- (4) Your Payment will be released to the bank account (mentioned in Tax invoice) only after the receipt of entire order quantity of desirable quality.
- (5) Tax Invoice should be addressed to "The Director National Institute of Technology, Raipur". GST (CGST & SGST OR IGST) should be indicated separately in Tax invoice and GST no. (both seller and buyer) should be mentioned in it.
- (6) Performance Security/Performance Bank Guarantee as per tender document: Required / Not Required.
- (7) Liquidated Damages (LD): LD a sum equivalent to 0.5 (half) per cent for each week of delay or part thereof until actual delivery, subject to a maximum deduction of the 10% of the total contract value.
- (8) Refer back page for Additional details, if any, with respect to the Purchase Order. Technical queries, if any, may be made with procurement coordinator, Department of -----mail id. -----

Registrar
National Institute of Technology
Raipur C.G.

Cc to:- 1. Head, ----- Department, NIT Raipur for placing in the Purchase order file.
 2. Store & Purchase office.
 3. Finance & Accounts office.