



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



SO No:NITRR/Dept/Year/.....

Raipur, Dated.....

SERVICE ORDER

To,

NIT, Raipur GST No. :
22AAAJN0643G1ZN

M/s

.....

Sub: Arrange of

Ref: Your Quotation No.Dated

Dear Sir,

With reference to above we are pleased to place the order with you for Arrange of following Service

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

Terms & conditions: -

- (1) Arrange Services: At Department of -----, NIT, Raipur. Invoice and Challan (3 copies each) to be submitted at the department.
- (2) Services Period: Date ----- to -----
- (3) AMC/Warranty up to: ----- . Please enclose Service Certificate with invoice.
- (4) Your Payment will be released to the bank account (mentioned in Tax invoice) only after the completion of service as per 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 Service Order. If any, queries, 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 Service order file.
 2. Store & Purchase office.
 3. Finance & Accounts office.