

**Department of (name of the department)**

NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR

राष्ट्रीय प्रौद्योगिकी संस्थान, दुर्गापुर

MAHATMA GANDHI AVENUE,

DURGAPUR, BURDWAN (W), PIN-713209, INDIA

WO-01

Title : Item Name
Work/Purchased Order Number : NITD/SRCC/PI's dept/PI's code/year/unique_serial num

Date:

Purchase Order

To,
Vendor name
Address
Phone
PAN: GSTIN:

Supply and installation of following items.

Sl. No.	Description	Qty.	Basic Rate	Total Amount
Total Amount Including GST * :				

Rupees:

Terms and conditions:

- i) Prices are all inclusive of taxes, delivery, installation charges for NIT Durgapur.
- ii) Delivery to be made at (CSE), NIT, Durgapur within 1 weeks from the date of the purchase order.
- iii) Acceptance of the order is to be intimated to NIT, Durgapur within 5 days from the issue of purchase order from NIT, Durgapur.
- iv) Free delivery and installation charges for NIT Durgapur.
- v) Onsite comprehensive service to be provide 12 months from the date of delivery and installation.
- vi) 100% payment shall be made by the purchaser (NEFT etc.) against inspection and final acceptance of item by Indenter.
Valid till service period.
- vii) Up on delivery of the goods the supplier shall submit the following documents to the purchaser
 - 02 copies of invoice showing purchase order no, goods description, quantity unit price total amount.
 - 02 copies of delivery challan identifying the contents of each package
 - Installation report/certificate, if applicable.
- vii) Settlement of any dispute will be made under jurisdiction of Durgapur Court.

Head of Account: head, project registration no. of SRCC**Indenter**