

PURCHASE ORDER

To : M/s Rajput Stationers
Order No : IBA-MC/PD/P&S/205/0036/2014-15
Date of Issue : August 28, 2014
Date of Delivery : September 10, 2014
Place of Delivery : IBA, Main Campus
Total Amount : **Rs.261,370.00 (Including GST)**
(Rupees Two Hundred Sixty One Thousand Three Hundred Seventy Only)

S. #	Items	Qty	Brand	Rate	Amount
				Rs.	Rs.
1	Duster for white board Jumbo	500	Horse HJD-111	29.00	14,500.00
2	File Folder (lever file)	600	Korona	60.00	36,000.00
3	Punch Machine Large (600 P)	100	Opal	220.00	22,000.00
4	Punch Machine 900/8cm Punching Capacity=6.30mm	20	Fuji	1,350.00	27,000.00
5	Stapler Machine Heavy Duty HD - 23 S 24	20	Fuji	1,350.00	27,000.00
6	Scotch Tap 1" (72 yard)	1000	Deer	55.00	55,000.00
7	Sticker Sheet A4 - 12ups (96 x 46mm)	5000	Myco	8.00	40,000.00
Total				Rs. 221,500.00	
18% GST				Rs. 39,870.00	
Total Amount				Rs. 261,370.00	

Terms & Conditions:

1. Material of this order is subject to final inspection at the time of delivery.
2. We reserve the right to cancel any or all the above items if material is not in accordance with our specification or if the delivery is delayed.
3. Payment will be made through crossed cheque after the receipt of the bill and delivery of the above item.
4. General Sales Tax will be paid on applicable items only.
5. Penalty at the rate of 2% per month on actual will be imposed on delayed delivery.
6. The rate / item cost is final and no change what so ever will be accepted.

7. Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
8. Competent Authority reserves the right to change / alter / remove any item or article or reduce / enhance quantity without assigning any reason.
9. Invoice / bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
10. Advance Payment subject to Bank Guarantee
11. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
12. Stamp duty 0.3% for Goods against total value of Purchase Order will be levied accordingly.



Manager Purchase & Stores

Aug 28/14



Registrar