**F. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dd/mm/yyyy**

**Draft Supply Order No. 00**

**(For Direct Procurement and through Local Purchase Committee)**

**To,**

**M/s. Vendor Name**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sub: Supply of Item Name:**

Ref: 1.

 2.

With reference to above, you are requested to provide the following Item to the University as per the following terms and conditions mentioned in the supply order:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Item** | **Descriptions**  | **Quoted Rate (in Rs.) incl. \_\_% GST** | **Qty** | **Total Amount with GST (Rs.)** |
| **1** | **Item Name & Description** | Rs. 0,00,000/- | 00 | Rs. 0,00,000/- |

**Terms and Conditions:**

1. **Delivery & Installation Period:** \_\_\_\_\_\_\_\_ weeks from the issue of supply order.
2. **Warranty:** \_\_\_\_\_\_\_\_\_\_\_\_ years. (as per quotation and requirement by user) Warranty of the Instrument from date of satisfactory installation and commissioning.
3. **Place of Delivery:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, School Name, Central University of Gujarat, Sector-30, Gandhinagar, Gujarat- 382030, India.
4. **Payment Terms:** Full Payment within 30 days from the date of Installation. After satisfactory performance report.
5. **Liquidated Damage:**

As time is the essence of this order, the date of delivery should be strictly adhered to, otherwise the delivery in full or in part may not be accepted and penalty for late delivery will be imposed @ 0.5 per week subject to a maximum of 10% of the total value of supply order.

**Sign & Stamp**

**Copy to:**

1. Registrar, CUG
2. Finance Officer (Offg.), CUG
3. Procurement Department, CUG