



Indian Council of Agricultural Research
 Indian Institute of Vegetable Research
 Post Bag No. 01, Post Office Jakhini
 Shahanshahpur, Varanasi-221 305, U. P.

F. No.:.....

Dated:

To

Sub: – reg.

Ref : Your Tender/ Quotation No..... dated

Dear Sir,

With reference to the above, you are requested to supply the following materials as per terms and conditions mentioned below:-

Sl.No.	Name of Item	Qty.	Rate	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
	(+) VAT/ S.T.%			
	TOTAL Rs.			
	Or Say			

Terms & Conditions:-

- 1. Delivery:** Materials should be supplied within 50 days from the date of receipt of this order. Delay in supply beyond 50 days will attract the liquidation Damage Clause @0.5% per week subject to maximum of 10% of purchase value. The receipt of supply after 50 days is further subject to existence of demand. The above prices are **F.O.R. IIVR, Jakhini (Shahanshahpur), Varanasi**. Packing, forwarding freight and insurance etc. will not be paid. Supply should only be given in **STORE SECTION** of this Institute along with bill. The above prices are inclusive of all taxes, excises duty etc. No Form ‘C’ or D will be issued. The material should be supplied in one lot. Piece meal/short/part supply will not be accepted under any circumstances.

2. **CONSIGNEE:** The Director, Indian Institute of Vegetable Research, P.B. No.01, P. O. Jakhini (Shahanshahpur), Varanasi-221305 (UP).
3. **BILL: Pre receipted bill** (in triplicate) duly stamped and signed may be sent to the consignee by registered post only.
4. **PAYMENT:** Payment will be made at the earliest from the date of receipt of material in good condition and in accordance with the ordered specification at this end.
5. A certificate to the following effect may also be recorded on the body of the bill.

“Certified that the goods on which Sales Tax/VAT etc. has been charged have not been exempted under the Central or State Sales Tax according to the rules made there under and Sales Tax on the goods are correct under the provisions of the relevant act or the rules made there under:

“Certified further that we M/s..... are registered as dealers in the state of.....”

6. This Institute reserves that right to reject the stores/supply in part or in full covered in the order at any stage prior to payment if supply is not according to the specification.
7. All other Terms & Conditions as per our Tender Document.

Acknowledgement receipt and confirmation of this order should be sent by return post.

Yours faithfully,

(SUMIT KUMAR JINDAL)
SR. ADMN. OFFICER

Copy to:

- 1 Audit & Accounts Section, IIVR, Varanasi. Expenditure sanction for Rs..... including VAT/ S.T. under is also conveyed.
- 2 Indenter: Dr./ Sh., IIVR, Varanasi.
- 3 Concerned Head/ in-charge.
- 4 The DDO, IIVR, Varanasi
- 5 Bill Clerk
- 6 Store Keeper