

No. -----
Office of the -----
Dated: /03/2010

To
M/s -----

Sub:- Supply order for delivery and installation of Multi Functional Device.

Ref:- RateContractNo.:-DCMOM-PB/IT-I/RC-

D10P0000/0410/81/DB039/3014 dt. 23/11/2009

Scope.

A supply order is hereby placed for delivery and installation of the MFD at a total cost of Rs. 25000/- (Rs. Twenty Five Thousand only):-

S.N o.	Items	Qty	Rate per item (in Rs.)	Total (in Rs.)	Items on DGS&D Rate Contract No. DCMOM-PB/IT-I/RC-D10P0000/0410/81/DB039/3014 dt. 23/11/2009
01	Multi Functional Device MFD Model No. SCX 4828 FN/XIP	01	25000	25000	item No. 9
				25000	
(Rupees Twenty Five Thousand only)					

2. Terms of Delivery:-

Free Delivery at consignee's premises including installation.

3. i) The cost quoted above will be inclusive of all taxes.
ii) Delivery will be FOR destination at -----
iii) Transit Insurance: As per DGS&D standard 'Transit Insurance' clause, it will be responsibility of the supplier to ensure safe arrival of stores in full and good conditions at consignee's place and purchaser will not pay separately for transit insurance.

3. The firm will be responsible for delivery of above MFD within 6- 8 weeks from the date of issue of this supply order or latest by -----

4. Payment Terms:-

4.1 **98% payment** would be payable on proof of delivery at respective location, and on submission of pre-receipted bill in duplicate with a copy of Supply Order.

4.2 **Balance 2%** payment would be payable on pro-rata basis after installation, commissioning and final acceptance of items by the consignee and on submission of pre-receipted bill and a 'Bank Guarantee Bond' for 2% of the value of order, which shall be valid till the end of on-site warranty period of one year from the date of installation plus two months, indemnifying the purchaser, against all losses incurred including deficiency in support services, during the guarantee/warranty period. Only BGBs from Scheduled banks shall be accepted.

4.3 **Paying Authority:** AO (P) /TF

4.4 **Payment mode:** Cheque/NEFT

5. **Liquidated Damages:-**

If your firm fails to deliver the above MFD within the stipulated period in accordance with this supply order, you will be liable to pay LD for delay, at the rate of 0.5% of the total value of the supply order for each completed week or part thereof of delay beyond the stipulated time up to a maximum of 10% of the value of supply order.

6. **Warranty.**

The store will be covered by on-site warranty for the period of one year from the date of commissioning .

7 **Other Terms and Conditions.**

As per Schedule – B of the Rate Contract No. DCMOM-PB/IT-I/RC-D10P0000/0410/81/DB039/3014 dt. 23/11/2009 concluded between Govt. of India, DGS&D and M/S -----

8. Please treat this as a firm order. Acceptance of the supply order may be conveyed within 7 days from the date of issue of this supply order.

9. In case of any further clarification, your queries may be addressed to -

Name /Designation	E-mail	Ph. No.

Yours faithfully,