



अनुसंधान एवं विकास अनुभाग, भारतीय प्रौद्योगिकी संस्थान रोपड़  
Research & Development Section, Indian Institute of Technology Ropar  
Rupnagar, Punjab-140001, Ph. 01881-231149, E-mail: purchase.rnd@iitrpr.ac.in  
GSTIN No. 03AAATI7702D1Z8 | PAN No. AAATI7702D

पत्रावली सं./File No.

तारीख/Date:

**Import Purchase Order**

**Subject:**

**Reference:**

With reference to the above, following item may be supplied to on the following terms and conditions as follows:

Indian Dealer:	Quot.#/Date			
SL. No.	Description	Qty	Rate	Amount

**नियम एवं शर्तें/Terms & Conditions:**

- 1. ACKNOWLEDGEMENT:** Please convey your acceptance of this purchase order with its terms and conditions by return email/post indicating the probable date of dispatch of consignment.
- 2. Partial shipment and Transshipment:** Not allowed.
- 3. DELIVERY SCHEDULE:** The goods may be delivered within
- 4. PAYMENT:**
- 5. WARRANTY:**
- 6. DOCUMENTS:** Signed Invoice in triplicate, Packing List, Country of Origin Certificate in original and other necessary documents are to be supplied. The documents should indicate specifications, quantity and the cost of items, strictly as per our purchase order. Shipping documents also to be sent on email id: "stores.rnd@iitrpr.ac.in" well in advance. Failure of which any demurrage / penalty charges imposed by custom are to be borne by you.
- 7. CUSTOMS CLEARANCE:** To facilitate speedy clearance through the Customs of India, following are requested:
  - i). Indicate the reference number of this purchase order and date on the top of the consignment as well as in the 'Declaration Slip' and 'Airway Bill' and consignment addressed to 'The Registrar, IIT Ropar'.
  - ii). E-mail us the dispatch particulars i.e. Flight Details, copy of AWB, Commercial Invoice, Packing list, etc. quoting our order reference No., failing which the demurrage paid to the Airport Authority in India will be recoverable from you/your Indian Agent.
- 8. LIQUIDATED DAMAGES:** Being an educational Institute time is essence of the order. Date of the delivery should be strictly adhered to, otherwise, this Institute reserves the right not to accept the delivery in part or full. The liquidated damages @1% per week subject to a maximum of 10% value of the order can be imposed.
- 9. RIGHT OF REJECTION:** The goods supplied should be of specified model and make, the Director, IIT Ropar reserve the right to reject the goods as a whole lot or parts thereof.
- 10. JURISDICTION:** The Courts of Rupnagar alone will have the jurisdiction to try any matter, dispute or difference between the parties arising out of this tender/contract. It is specifically agreed that no Court outside and other than Rupnagar court shall have jurisdiction in the matter.

(सहायक कुलसचिव/Assistant Registrar)  
अनु. एवं वि. अनुभाग/R&D Section

**प्रतिलिपि/CC to :**

- 1). Indenter:**
- 2). Dept Office:**
- 3). Accounts:**

: Requested that on receipt of Goods, the Invoice alongwith MIIR (SP-08 Form) may be forwarded for processing of payment at the earliest, please.