

Expected timeline=5 working days



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R&D SP-09 Form

Request for Extension of Delivery Period

(To be submitted directly to the Indenter's e-mail for consideration prior to expiry of due date)

Indenter & Department:			
Supplier:			
Items's Name:			
PO No./Date:			
Order Type:	☐ Bidding	☐ Non-Bidding	
Original Delivery Date:	Extension Requested up to:	Earlier Extensions:	
Justification Required: (Encl./Doc. proof if any)			

(Signature of the Supplier)

The extension is recommended/not recommended with following remarks:

- ☐ With Penalty in view of expected loss/inconvenience.
- ☐ Without Penalty in view of the justified reason.
- ☐ Request is not considered and recommended for cancellation of order.

(Signature of the Indenter)

It is certified that there is no falling trend in prices for this item as evidenced from the fact that in the intervening period neither orders have been placed at rates lower than this contract nor any tender has been opened where such rates have been received even though tender is not yet decided. Therefore, the request may be considered in view of recommendation of the indenter.

JS (R&D)

DR (R&D)

Dean (R&D)