

**GENERAL TERMS AND CONDITIONS OF INDIGENOUS SUPPLY****ACKNOWLEDGEMENT:**

1. Receipt of this order should be acknowledged by return post (or fax) at the earliest possible, conforming acceptance of rates terms and conditions of supply.
2. Any variation in price or specification or terms of supply must be intimated for our written acceptance before effecting supply.

**DESPATCH INSTRUCTION AND PACKING:**

3. Where transit of stores is at our cost, the mode of dispatch indicated on front page is to be followed. Goods must be despatched only by rail, unless otherwise stated, Railway consignments from broad-gauge stations are to be booked in Salt Cotaurs (Goods) or Madras Central (Parcels) **Lorry consignments are to be booked by** ..... to their ..... Branch, Chennai.
4. Goods should be securely and adequately packed and packing lists quoting this order reference should be kept in all packages. Railway Carrier's Receipts with delivery challans are to be sent to this office direct by registered post along with bill.
5. Consignments should be sent to the consignee mentioned on Pre page.
6. Local firms are requested to deliver the goods in the Stores Section of the consignee before 4.P.M. on any working day (all Saturday and Sundays are holidays besides public holidays)

**OPERATION / SERVICE MANUALS**

7. In the case of Instruction, Equipment, Plant and Machinery, two copies of the circuit diagram and erection / operation / maintenance, service manuals should be furnished.

**SALES TAX:**

8. Central /State Sales Tax registration number should be mentioned in the bill. This office is not eligible to issue 'C' or 'D' form but the **Concessional rate of central sales tax admissible to research and educational institutions on purchase of scientific instruments / equipment etc., from certain states is applicable to this office** (concession certificate will be issued while paying the bill.)

**INSURANCE:**

9. In case transit of the stores is at our cost or where insurance charges are to be borne by this office, please arrange to:
  - \* (i) Insure the stores against all transit risks including breakage, from warehouse to warehouse under your own arrangement. The premium may be claimed in the bill as a separate item. The insurance certificate to be sent with the bill should indicate the amount of premium or at least the rate of premium.
  - \* (ii) furnish-despatch particulars to the ..... (Public Sector Division) ....., quoting this order with the request to insure the consignment against all risks including breakage from ..... (place delivery quoted and accepted) to our Stores, Velachery – Tambaram Main Road, Pallikaranai, Chennai – 601 302 by rail / road. The value to be insured should cover freight and incidentals also. The communication may be sent by registered post or under postal certificates, with advance intimation by fax. The premium bill will be paid by this office direct to the insurance company.

\* Strike out which is not applicable

**BILLS AND PAYMENT:**

10. The supplier's **bill should be prepared in ink or typed** and submitted in triplicate duly **pre-receipted** (with revenue stamp worth Re.1/- for amount exceeding Rs. 500/-). **The total amount may be rounded off to the nearest rupee.** The **Permanent Account Number** as allotted by the **Income Tax Department** should be quoted in the bill.
11. Additional charges towards packing, forwarding, sales tax, insurance, postal charge and the like are not payable, unless mentioned as extra in the quotation and specifically accepted in the order. In respect of charges payable, the relevant receipt or original voucher shall be sent with the bill.
12. Bills for the supply will be paid after the stores are received, tested/inspected and found satisfactory with regard to quality, quantity and specifications ordered for and after satisfying that the terms and conditions of the supply have been fulfilled. Payment will be made direct to the suppliers by "Account Payee" cheques on the Canara Bank, NIOT Extension, Narayanapuram, Chennai – 600 100.

**GENERAL:**

13. Printed conditions, if any contained or sent along with the quotation shall not be binding on us.
14. Samples in respect of items ..... are to sent and approval obtained before effecting supply. All damaged / unapproved goods shall be returned at the supplier's cost and risk and the incidental expenses incurred thereon shall be recoverable from any of their bills.

**DELIVERY:**

15. All the items contained in an order should ordinarily be supplied in one consignment. If any item/s are not available within the delivery period, the likely date of supply should be intimated for acceptance.
16. (i) The date of delivery should be strictly adhered to; otherwise the supply order is liable to be cancelled (applicable to scientific equipment, apparatus, plant and machinery).
- (ii) As time is the essence of this order, the date of delivery should be strictly adhered to; otherwise the competent authority reserves the right to accept the delivery in part or in full and to claim liquidated damages at 1% per week subject to a maximum of 10% of the total value of stores ordered.