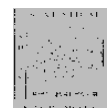


## Annexure. - 4

**INDIAN STATISTICAL INSTITUTE**  
**203, BARRACKPUR TRUNK ROAD**  
**KOLKATA- 700 108**



**Unit/Division.....**  
**Telephone No.....**

**P. C. SI No. ....**  
**Date:- .....**  
**(In case of Purchase through PC)**

**Purchase Order No..... Date.....**

M/s.....  
 Address.....  
 Contact No.....

Dear Sirs,

**Ref .** Your Quotation No.....Date.....

We have pleasure in placing with you our order for the following:-

Sl. No.	Quantity Ordered	Unit Of Measurement	Description and specification of items	Rate per Unit.	Rs.
			(in words rupees .....)	Total :	
Taxes & Statutory duties: ( please put $\sqrt{\quad}$ mark) to the clause applicable :					
i) Price including all taxes a) with/without transportation and b) with/without insurance					
ii) Price is exclusive of tax and following additional amount to be paid on taxes and statutory dues;(as stated above)					
iii) or any other					
Payment Terms : Payment after delivery/Payment against proforma					
Delivery of the goods/materials must be completed within.....days from the date of issue of the order on					
or before .....In case of any extension of delivery period , prior approval of the Institute has to be					
obtained. The goods/materials ordered to be delivered at .....( location / address of the Unit in details). ....					

Countersignature : Section Officer/ Dealing Assistant

.....  
 Signature  
 Official placing Purchase Order

- 1) Please note the terms & conditions of Purchase printed over leaf and strictly adhere to the same.
- 2) The purchase order to be drawn in triplicate. Original to be issued to the supplier, the second copy to be sent to the Purchase Committee and third copy to be retained in Office File.

**Terms & conditions of purchase :**

**1) Mode of payment :**

- a) Payments will usually be made in A/c Payee Cheque drawn on Nationalised Bank after successful compliance of this purchase order.
- b). Deduction on account of Income Tax, Sales Tax/Vat will be made wherever applicable as per statute.

**2. Advance payment against Proforma Bill :** Payment against proforma bills/invoice the same should be released on full compliance of Purchase order and satisfactory installation of the product wherever necessary. Final bill/ Invoice with Challan/money receipt etc. to be furnished after delivery of goods for which payments are received against Proforma Invoice.

**3. Billing instruction :** Please raise your Bill/invoice in favour of Indian Statistical Institute , Kolkata in duplicate and submit it to official placing this purchase order with a reference to the purchase order and Section/Unit wherefrom the order is placed enclosing a copy of your delivery challan duly signed by the recipient of the goods/service

**4.** The price of any item mentioned in this order should not exceed the accepted price. The quantity/no. of item may vary in the order without any change in the accepted price.

**5.** Failure to comply with specifications, terms and conditions of this order, or accepted delivery schedule shall be sufficient grounds for cancellation of order by purchaser without being liable for paying any compensation to the supplier. In case of delay in supply, liquidated damage at the rate of 0.5% on value of the purchase order per week, or part thereof, will be recovered

**6. In case of import the following documents are to be furnished :**

- a) Supplier's Invoice indicating, inter alia description and specification of the goods, quantity, unit price, total value, date of delivery;
- b) Packing list (with cost) /Post parcel wrapper (with cost) wherever applicable;
- c) Certificate of Country Origin;
- d) Insurance Certificate;
- e) Railway receipt ( in case of domestic suppliers) Consignment note;
- f) Manufacturer's certificate;
- g) Bill of ship loading/Airway Bill;
- h) Any other document(s)