

**NED UNIVERSITY OF ENGINEERING & TECHNOLOGY
PROCUREMENT CELL**BY REGISTERED A.D./COURIER SERVICE.
CONTRACT SCHEDULE

1. Contract No: PC/NED/COS/Offset Paper/6670/18/1025/192
2. Name & Address of Contractor: **M/s. Times Business Aids**
3. Contractor's Tender No.: Nil, Date 30-07-2018
4. Indenter's Name & Address: DS, Services Department
5. Indenter's Indent No & Date: D4-563, 02-05-2018
6. Particulars of stores: **As below.**

Dated: 31/8/18

BOQ Item No.	Description of Store	Acctg Unit	Price per A/U	Total Qty Req.	Total Value
01	Offset Paper : A4 size 80 Grams, Imported (Paper one Brand)	No.	506.83	2000	1,013,660
		Add: GST 17%	172,322
		Total with all taxes	1,185,982

INSTRUCTIONS:

- Store must be delivered to Central Store in due period which will be issued by the Central Store to the Indenter.
- A copy of Delivery Challan must be delivered to Purchase Officer on same day after delivery of Store.
- Bill should be submitted Assistant Director Procurement-II along with GST Invoice.
- Inspection Certificate may be issued by Central Store within Prescribed period as mentioned in clause 15 of the Indent Form.

GRAND TOTAL (Value in Words) One Million One Hundred Eighty Five Thousand Nine Hundred Eighty Two, Only.

7. Date of Delivery: Within 30 days; (If goods not delivered within stipulated time; please immediately intimate to the procurement cell).
8. Place of Delivery: NED University Campus/Consignee.
9. Name & Address of Consignee: Mr. Saqib Anis, Manager Central Store, Services Deptt.


10. Performance Security equivalent to 2.5% of Contract Schedule is required at the earliest.
11. Contract Agreement on Stamp papers value equivalent to rate as specified in Stamp Act.
12. Dispatch Instruction. Stores should be delivered at firm's premises/free to the consignee at NED University of Engineering and Technology.
13. Inspecting Officer. The consignee/ Indenting officer or his authorized representative.
At firms premises/ Consignee's end.
14. Place at which to be inspected. i. 100% payment to be made on the proof of inspection and Consignee's receipt certificate during year 2018-2019.
15. Payment. ii. ___% Payment in advance along with contract/and balance after complete delivery and in proof of consignee's receipt during the year 2018 - 2019.
- iii. If the supply is not according to the specifications or unsatisfactory, the contract will be rejected and cancelled at the risk and cost of firm.
- iv. If the firm fails to execute the contract/supply order as per condition action will be taken against them which may be their black listing and E.M.S.D. will be forfeited.
- v. In Case of late delivery L.D. charges @ 2% per month will be imposed. Part payment against part supply is/ not allowed.
- vi. Valid Professional Tax Certificate is required for payment.

NOTE

1. The firms may send the Inspection call with-in delivery period under intimation to the Assistant Director Procurement in writing.
2. The Bill in duplicate along with Inspection certificates on form F/QSP 09/10/00 may be sent to the P.O for payment.

Copy to

1. Resident Auditor
2. Indenting Officer
3. Case File
4. Master File
5. Manager Central Store


**Assistant Director Procurement-II
For & on behalf of Vice Chancellor
NED University of Engg. Tech.**

The cost is debitable to Head of Account as mentioned in the Sanction order (office order). This issues with the sanction and approval of the Competent Authority of this University.