

### Purchase Order Voucher

Invoice To <b>NEIGRIHMS</b> Mawdiangdiang, Shillong-18 East Chasi Hills, Meghalaya E-Mail : storeneigrihms@gmail.com	Order No. <b>OT- IF-A-07/21-22/Pt-I</b>  <i>OT-187/2021-22</i>	Dated <b>12-May-2021 31/05/2021</b> Mode/Terms of Payment  Other Reference(s)  Destination <b>NEIGRIHMS</b>
Supplier <b>Elke Drugs Distributor</b> C/o Smti: Margaret Lyngdoh Polo Hills, Golf Link Near Golf Club Shillong GSTIN: 17ABOPL8727A1ZJ	Supplier's Ref. <b>OT-KH12/21-22</b> Despatch through  Terms of Delivery <b>As per annexure 'A'</b>	dt: 93/2021-22  dt: 28/05/2021

SI No.	Description of Goods	Due on	Quantity	Rate	per	Amount
1	<b>Infrared Radiator 230v (5 Pcs)</b> Heater Coil for Radiant Warmer Make: Draeger, Model: Babytherm 8004 ✓	12-Aug-2021	1 pkt	11,921.12	pkt	11,921.12
	GST				12 %	1,430.53
<i>(A purchase memo given to CDHO Central Store)</i> 						
<b>Total</b>			<b>1 pkt</b>			<b>₹ 13,351.65</b>

Amount Chargeable (in words) E. & O.E  
**INR Thirteen Thousand Three Hundred Fifty One and Sixty Five paise Only**

Remarks:  
 Rate as per OT/E-15/2015-16  
 Demand Reqn: 101/10028 dt 3.3.20 (Pediatric Dept)

**Storekeeper**  
NEIGRIHMS, Shillong-18

J.C. Store Accounting  
Central Store NEIGRIHMS

**INCHARGE**  
CENTRAL STORE  
NEIGRIHMS, SHILLONG

for NEIGRIHMS

Authorised Signatory  
**Store & Procurement Officer**  
 NEIGRIHMS Shillong-18

:: Terms and conditions of Supply Order:

Supplier/Vendors/contractor should note that the following terms and conditions will apply specifically, in addition to the Rules and Regulation, as applicable to such purchases in the Government of India.

1. Part supplies are acceptable, subject to the approval of the competent authority and delivery as per scheduled conveyed is to be adhered. However, stores pertaining to the Supply Order may be dispatched in one lot, as far as possible.
2. In case any of the stores are found unacceptable to the inspection authorities, alternative items/stores of acceptable quality/specification have to be supplied by the bidder/vendor/contractor.
3. The accepting officer reserves the right to subject the sample to a second inspection by the nominated authority of the competent authority and may reject them, if not found conforming to the specifications, even if the same had been accepted by the normal inspection authority.
4. On insistence, the vendor/contractor/supplier should be in a position to submit the quality assurance certificate/analytical test report from the competent authority.
5. The stores supplied will be as per the desired specification and as per GMP, WHO, DGS & D / ISO & ISI standards (as indicated in the tendered specifications). The vendor/contractor/supplier should enclose operation manual and documents.
6. Stores will be accepted subject to the condition of verification and Inspection by the competent authority / inspecting agency.
7. Time schedule of delivery is within 60/30 days or else deduction on gross bill @ 0.5 % per week or part thereof, will be made as liquidated damages / delay in supply, subject to maximum of 10 % of the value of the delayed supplies.
8. The vendor/contractor/supplier has to make supply of the stores within the specified date. No reminder would be sent in this regard. If the supply is not made within the specified date, hospital stores will proceed to arrange the items from market and amount incurred on this account will be recovered from the pending dues or from EMD/Performance Security under risk purchase clause, to avoid loss to the Institute.
9. Kindly record the following on the bill-Certified that the stores mentioned in the bill are not exempted from GST under the existing rules of GST Tax Act and the said tax has been charged according to the rate specified in the Act or rules made there under. The suppliers shall indicate the GST registration number and respective declaration thereof.
10. The suppliers should submit the delivery challans in quadruplicate along with the stores to the respective stores/Department of NEIGRIHMS, Shillong-793018. The challans should be accompanied by a copy of the Supply Order and test/ batch report, as applicable. Satisfactory completion issued by the Stores/Pharmacy /Central Store-In charge should accompany the bills.
11. The Institute reserves the right to recover any outstanding dues of the supplier from the bills being processed, pertaining to any other order/supplies.
12. Insurance during transit to be borne by the vendor / supplier/contractor inclusive of handling within the Institute's premises, till the completion of final Inspection and acceptance.
13. Bills shall be submitted in quadruplicate along with a receipted copy of challans duly endorsed in the Desk of the Security Officer in this Institute. Copy of the supply order to be submitted and produced at the time of supply and submission of bill.
14. Receipt of this supply order may be acknowledged as per the terms & conditions mentioned herein and supply of the Stores arranged.
15. Installation, demonstration, operational techniques and associated services, if any, to be provided by the supplier/vendor/contractor within the cost indicated.
16. Payment shall be made through cheque or electronic clearing system, whichever is available. In case of cheque, the same will be despatched through registered post and postal charges shall be deducted from the bill.
17. In case of decreased rate, bill should be in accordance with the decreased rates. Vendors are required to certify that rates have not reduced than what has been charged in the bill.
18. Not more than 1/6th of the shelf life should have expired when supplies are received at NEIGRIHMS, Shillong
19. Bills /Invoices should indicate supply order number, date and name of the department of this Institute and other correspondence relating to the supply order.
20. In case of exceptional delay in supplies, NEIGRIHMS shall reserve the right to cancel the supply order, reject delayed supplies and take suitable action deemed fit in the interest of the Institute.
21. No work will be allotted to Non-tribal bidder, contractors, suppliers, stockist, bonded warehouse, private carriage contractors, cooperative societies etc except under a valid trading license issued by the Khasi Hills Autonomous District Council, Shillong.
22. In case of Stores with life: a) Stock should be supplied to this Institute from the latest batch and such stock should have a minimum life period of two years, depending upon the normal potency prescribed thereof.  
b) In the event of such stores not being utilized by NEIGRIHMS, Shillong, within their life period, the bidder shall replace the unutilized stocks by fresh stock without any extra cost.
23. Please acknowledge the receipt of this order.
24. In case of non consumable stores, onsite warranty is to be provided a period of 2 years from date of supply, installations with spares/ accessories and within the cost indicated.
25. Settlement of disputes - Director, NEIGRIHMS or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned.

Yours faithfully,

*See Myra Paeduleto*

Stores & Procurement Officer  
For Director, NEIGRIHMS

*responsible*

*IN CHARGE*

*Central Store*

*NEIGRIHMS, SHILLONG*

Stores & Procurement Officer  
For Director, NEIGRIHMS

Store & Procurement Officer  
NEIGRIHMS Shillong-18

Copy forwarded for Information and necessary action please:

1. Indenting Officer and Inspection authority
2. Accounts Officer
3. Purchase Order Master / Relevant file
4. Financial Adviser / Internal Auditor
5. Stores Section record

*Storekeeper*  
NEIGRIHMS, Shillong-18

*UDC Store Accounting*  
Central Store NEIGRIHMS