# Format for Purchase Order

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| **Purchase Order** | | | | | | |
| Purchase order no: | | | | | | |
| Vendor Name: | | | | | | |
| Contact details: | | | | | | |
| Date of order: |  |  |  |  |  |  |
| With reference to your quotation dated XX, regarding purchase of XX | | | | | | |
| We are pleased to place an order with you for the same as per the specifications given below: | | | | | | |
| S.No. | Description | Specification | Quantity | Unit price (INR)\* | Total amount (INR) |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| \* The rate is inclusive of all taxes, freight and delivery charges | | | | | | |
| Terms and conditions: | | | | | | |
| Delivery/ installation address: | | | | | | |
| Deliver by date: | | | | | | |
| Warranty: | | | | | | |
| Payment terms: 100% payment within seven (7) days against satisfactory delivery/ installation by crossed cheque | | | | | | |
| Please sign the duplicate copy of this letter and return it to the undersigned. | | | | | | |
| Thank you. |  |  |  |  |  |  |
| Name: | | | | | | |
| Designation: | | | | | | |
| **General Terms and Conditions**   1. **Rejection:**    1. FPO (NAME) reserves the right to reject fully or even may deduct the equivalent proportionate amount of loss to it from your bill in case the quality and quantity do not meet the specifications of this Order.    2. In case of rejection if any, the vendor should arrange for lifting of material within 7 (Seven) days from the date of intimation, failing which FPO (NAME) reserves the right to dispose the same off in any suitable manner and recover from the sale proceeds the expenses incurred for conducting and effecting such sales.    3. In case of part rejection of the order, FPO (NAME) reserves the right to cancel the order in respect of unfulfilled portion of the same without giving any notice to the vendor and/or without any liability for compensation.    4. Unless otherwise agreed to in writing FPO (NAME) under no circumstances will accept the materials in | | | | | | |

excess of the quantity ordered and the goods supplied will entail rejection at vendor‟s cost and risk.

1. **Penalty for delayed delivery:** FPO (NAME) reserves the right to not accept delivery of the contracted items, in case the delivery schedule is not strictly adhered to as laid out in this Order for reasons not attributable to FPO (NAME). However, as an exception and on request, FPO (NAME) may consider to accept delivery up to 7 (seven) days beyond the due date of delivery subject to that 5% of the contracted value will be deducted

towards „penalty‟ for delayed delivery from final payment. In case any advance not exceeding the due penalty amount has been released, the same may be adjusted accordingly.

1. **Excess quantity:** In case of non-delivery, delayed or non-replacement of rejected goods within 7 (Seven) days FPO (NAME) will be authorized to purchase material from other sources and the vendor shall be liable to pay the difference in price.
2. **Termination/Cancellation:** FPO (NAME) reserves the right to terminate/cancel this Purchase Order in whole or in part or ask for suspension of the same in consequence of any strike, lockout, fire, war etc.
3. **Inspection:** All materials and workmanship shall be subject to inspection and test by FPO (NAME) or its authorised representative. Such inspection and testing to be conducted and done at a place and time at the discretion of FPO (NAME).
4. **Waiver of right:** FPO (NAME)‟s failure to demand strict compliance with any of the terms and conditions of this order shall not be construed as a waiver of any of the rights and privileges of FPO (NAME).
5. **Patents:** The vendor shall indemnify FPO (NAME) for all expenses/damages resulting from any patent infringement by the vendor.
6. **Jurisdiction:** Any dispute arising from this purchase order shall be subject to have jurisdiction of New Delhi Courts only.