



AGGARWAL COLLEGE BALLABGARH

A Post Graduate Co-educational College

(Affiliated to M.D. University, Rohtak)

NAAC ACCREDITED A** GRADE (CGPA : 3.57)

ISO 9001:2015 & ISO 14001:2015 Certified

COLLEGE WITH POTENTIAL FOR EXCELLENCE

(PURCHASE ORDER)

To

M/s.....

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Dear Sir,

No. ACB..... Date

Your Ref. No..... Date

Previous P.O. No..... Date

Please supply the following items as per specifications noted below in accordance with the instructions, terms and conditions. Also please sign the duplicate copy of the order in token of acceptance and send the same to us as early as possible.

Sr. No	Description	Unit	Price Per Unit	Amount

Price F.O.R./Ex. Words _____

1. INSURANCE : To be arranged by the Buyer/Seller.
2. DESPATCH : All consignment should be dispatch to our college address at Ballabgarh (Haryana) Packing list must be accompany with each package. Local delivery between 9 AM to 4 PM on any working day.
3. INSPECTION : To be done at Seller's/Buyer's premises.
4. DELIVERY :
5. Mode of Dispatch :
6. TERMS OF PAYMENT :
7. Collection of material from Aggarwal College Ballabgarh- Buyer/Seller
8. Aggarwal College Ballabgarh will check the material composition at random. In case, any discrepancy is found in the material composition, full amount of components supplied till date and under consideration will be debited or recovered from the supply.
9. Balance quantities not supplied as per schedule will automatically stand cancelled and debit note for such quantity with you will be raised.
10. The purchase order will automatically stand cancelled if the material is not supplied as per terms and conditions.

Countersigned

Convener

Purchased by

Principal

Purchase Committee

Purchased by

Head Clerk

Prepared by