

1. The stationery items shall be supplied on an as-and-when-required basis against duly issued Supply Orders by the Procuring Agency during the contract period.
2. The supplier shall deliver the required items within 03 days of issuance of the Supply Order. In case of an emergent requirement, the supplier shall arrange delivery within 24 hours, where specifically requested by the Procuring Agency.
3. The quoted prices shall be inclusive of all applicable taxes, duties, transportation, loading, unloading and other incidental charges up to the designated delivery point.
4. The quoted unit rates shall remain firm during the contract period, subject to any change in applicable government taxes/duties notified by the competent authority.
5. All stationery items shall conform to the specifications and quality requirements stated in the procurement documents. The Procuring Agency/Purchase Committee reserves the right to inspect the supplied items and reject any item found defective, substandard or not conforming to the prescribed specifications.
6. Any rejected item shall be replaced by the supplier at its own cost within the period specified by the Procuring Agency, without any additional financial liability to the Procuring Agency.
7. Payment shall be processed after satisfactory delivery, inspection and acceptance of the supplied items and submission of the required invoice and delivery documents.
8. The Procuring Agency/Purchase Committee reserves the right to increase or decrease the required quantities within the limits specified in the procurement documents, without changing the quoted unit rates.
9. In case of failure to comply with the prescribed delivery schedule, late delivery charges shall be applicable as specified in the procurement documents.
10. In case of persistent failure to supply the required items or failure to rectify/replace rejected items, the Procuring Agency shall have the right to take appropriate action in accordance with the applicable PPRA Rules and the terms of the contract.