

Administration Block Charbagh Swat Ph: (0946)730528 www.uswat.edu.pk storeofficer@uswat.edu.pk

Store/Procurement Section OFFICE OF THE TREASURER University of Swat

No.

726/UOS/TR-S

Dated: 01/01/2024

M/S Hira Stationary Sports General Order

Supplier Store Proprietor Madyan Road Charbagh Swat.

Ph: 0344-1900076

Subject:

SUPPLY ORDER

Memo,

I am directed to inform that your firm have been recommended by Goods Procurement Committee and subsequent approval of the Competent Authority, for Supply of Paper Reams as per given specification:

S.NO	ITEM NAME	SPECIFICATION	QTY
01.	A4 Paper	70 g	1700 Nos
02	Officio Paper	70 g	100 Nos

You are therefore informed to ensure supply of the mentioned item to:

Address: Store Section, Treasurer Office, Main Campus Charbagh, University of Swat

TERM & CONDITION

- The supply should be in accordance with the specification/approved sample.
- * The supply should be completed within 20 Days after receiving of this order.
- Deduction of taxes, duties etc. shall be made as per Govt. Rules.
- * The payment will be made after the actual supply and report of the Inspection Committee.
- 0.067 % penalty per day would be imposed Maximum up to 10 % of the total amount if the supply is not completed in specified time.
- Payment will be made through crossed cheque.

Sangeen Khan Deputy Treasurer

Copy for information to:

- 1. Assistant Treasurer
- 2. Office File

Sangeen Khan Deputy Treasurer