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WOOD CRAFT CENTRE LIMITED

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between: _____ and Wood Craft Centre Limited (Hereinafter referred to as “WCCL”).

1. Purpose

- a) This MOU is entered into, to sell the furniture **at** 0% interest with 3% discount on installment basis by WCCL to the employees’ of _____.

2. Roles and Responsibilities

WCCL agrees to:

- a) Sell the furniture to the employees of _____ on an installment basis at 0% interest rate and 3% discount on all the standard furniture.
- b) Facilitate the process of purchasing furniture to the employees of _____
- c) Provide free installation and delivery of items within Thimphu Thromde.

_____ **agrees to:**

- a) Ensure the monthly installment to be deposited in the WCCL’s account by deducting from the salary of the employee who purchased furniture from WCCL.
- b) Undertake the responsibility to complete the payment within the fiscal year

3. Timeframe

1. This MoU shall be valid for from the date of signing till _____
2. MoU is subject to renewal.



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4. Dispute Settlement

1. Any dispute arising out of this MoU shall be resolved amicably between the parties. If the parties are unable to resolve the disputes mutually and amicably, the same shall be referred to the Court of Law where the decision of the Court shall be final and binding on both the parties.

IN WITNESS, WHEREOF, this MoU is signed on..... day of month of _____ by the authorized representatives of the parties;

_____, Thimphu

WCCL, Thimphu.

Witness:
Name:

Witness:
Name:

PURCHASE ORDER FORM

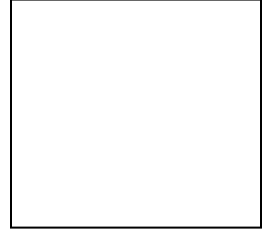
Reference No: _____

Date: _____

Name: _____

Employee ID No (for civil servant): _____

Photograph:



Designation: _____

Date of Appointment to the Current Post: _____

Contact Details (Office Address): _____

Department/division: _____

Telephone Nos.:

Tel No: _____ Fax No: _____

Mobile no: _____ Gender: Male Female

Marital status: Single Married

Spouse Name: _____ ID card

No: _____

Permanent Address:

House No: _____ Thram No; _____

Village: _____ Gewog; _____

Dzongkhag; _____

Date of Birth: _____ ID Card

No: _____

Expiry date: _____

Furniture worth (Nu): _____

Advance paid (Nu): _____

Payment plan for balance amount

No of Installment	Amount per installment	Time period (in months)
E.g.; 5 installments (months)	2000/-	Jan- May

(Note: Installment shall be liquidated within the financial year)

Security and Documentation:

1. Undertaking Form
2. One Photograph (Latest)
3. Valid ID Card Copy:
4. Latest pay slip authenticated by Finance

(Signature)

***PLEASE MAKE SURE THAT ALL THE INFORMATION ARE COMPLETE, AN INCOMPLETE FORM WILL NOT BE ACCEPTED**



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Terms and Condition

You should not proceed with your order until you have read and agreed to these terms and conditions.

1. Product Specifications

- a) WCCL has a policy of continuous product development and WCCL has the right to amend the specifications of any goods or products without prior notice in relation to the future sales.
- b) Most of our products are made from rubber wood.
- c) Most of our products do not require any home assembly. However on occasion, to aid in delivery or to avoid damage, our designers have deemed it best that certain items will need a small amount of home assembly

2. Prices

- a) Prices are subject to change without notice in relation to future sales.

3. Payment

- a) The payment shall be deducted on installment from the salary, the following month.
- b) You agree that all details you provide to us for the purpose of purchasing products which may be offered by us will be correct.
- c) No contract shall be formed until we have completed all of the following steps:
 - i. We receive your application for purchasing furniture
 - ii. We receive the undertaking letter from the organization
 - iii. We have accepted your order and sent you confirmation of receipt of your order

4. Delivery and installation

- a) After confirmation and receipt of the order, delivery of the items shall be within 30 working days of WCCL. In the event if WCCL fails to deliver within the stipulated period of time, WCCL will be liable for 0.01 %/ day from the balance amount.
- b) Delivery and installation of any items is free within Thimphu Thromde. Transportation and installation charges (as per company's sales policy) shall be borne and arranged by the buyer beyond Thimphu Thromde.
- c) WCCL shall not bear any liability once the products are delivered to customer.
- d) If we accidentally damage goods in the course of delivery, our liability for that damage is limited to the repair, replacement or refund of the goods delivered or the value thereof. We will not pay compensation beyond these limits.

P.O Box: 581, Langjophakha, Thimphu, Bhutan

Tel: 323186 (PABX), 331791 (Procurement), 331792 (Marketing & Sales), Fax : 323188

Email: woodcraftcentre@gmail.com



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- e) We will not be liable for any loss or damage suffered by you through any reasonable delay due to unforeseen circumstances.
- f) If you choose to have your goods delivered to your own third-party carrier, we will not accept responsibility or liability for any damage to your goods once they are out of our control. Any forwarding delivery is at your own risk.

5. Cancellation

- a) WCCL shall not entertain requests for the cancelation of any items of furniture, after confirmation and receipt of the order.
- b) We have the discretion to decline any order placed by you.
- c) We reserve the right to cancel and refund any order, at any time if the information provided are found to be counterfeit or false.
- d) WCCL reserves the right to suspend or terminate your order if you breach these terms and conditions with or without notice and without further obligations to you.

6. Liability

- a) In the event, if the customer fails to take delivery of the items within the scheduled delivery period as specified in the order, **WCCL** may apply **0.01 %** of liquidity damage.
- b) In the event, if customer fails to pay within the stipulated period of time, WCCL shall apply liquidity damage of 24% p.a on the balance amount.

I, Mrs/Ms _____ have carefully read and understood the above terms and conditions, which have also been explained by the WCCL officials clearly and I have been given a copy of the above terms and conditions for my record. I undertake to comply with the above Terms and condition.

Affix
Legal
Stamp

(Signature)

Date: _____



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WOOD CRAFT CENTRE LIMITED

Date_____

UNDERTAKING

To Wood Craft Centre Ltd, Mr./Mrs./Miss_____ a regular employee of _____ has applied to purchase furniture worth of Nu_____ (Ngultrums_____) from WCCL. We undertake to deduct and pay the monthly installment from his/her salary to WCCL account until the amount is fully liquidated within the financial year. In the event the employee is transferred/resigned/suspended/absconds or is terminated from service, we undertake to recover the amount outstanding from his/her service benefits. “We stand by this undertaking and hold ourselves fully responsible and accountable for any wrong information furnished about our concerned staff and failure to inform WCCL in this event of transfer/resignation, Suspension/ Absconding/ Termination/ Transferred/ Retirement of the staff.”

Employee’s Details (To be filled up by the AFD/HRD of the concerned office)

Designation:

Grade:

Joining Date:

PF A/c No_____, Maintained with NPPF/RICBL/ BNBL

Seal of ADM Head/Human Resource

Officer Name_____Signature_____

Office Tel No:_____ Fax No:_____

Basic Pay:_____ Allowances _____

Gross Pay_____



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DEDUCTIONS:

P/F _____ Salary Tax _____,

Health Tax _____ House Rent _____

GIS _____ Vehicle Loan _____

Education Loan from NPPF _____ Personal Loan _____,

Advance _____ Other _____

Total Deductions _____ Net Payable _____

Seal of AFD

Head/Finance Officer1

Name _____

Signature _____

Office Tel No: _____

Fax No: _____

OFFICIAL SEAL Address _____

P.O Box: 581, Langjophakha, Thimphu, Bhutan

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