



Nottingham Trent
University

NTU Procurement

Terms and Condition for Purchase

May 2023

NOTTINGHAM TRENT UNIVERSITY
Terms and Conditions of Purchase

These terms and conditions ("Conditions") govern the purchase of goods and/or services by Nottingham Trent University, 50 Shakespeare Street, Nottingham, NG1 4FQ ("NTU") from the person or firm who sells such goods and/or services ("Supplier"). These Conditions apply to the exclusion of any other terms that the Supplier may seek to impose, or which are implied by trade, custom, practice or course of dealing.

1. INTERPRETATION

The following definitions and rules of interpretation apply to the Conditions:

Business Day: a day other than a Saturday, Sunday, public holiday in England, or a University closure day.

Contract: the contract between NTU and the Supplier for the supply of Goods and/or Services in accordance with these Conditions.

Control: shall be defined as in section 1124 of the Corporation Tax Act 2010, and the expression **change of Control** shall be construed accordingly.

Deliverables: all documents, products and materials developed by the Supplier or its agents, contractors and employees as part of or in relation to the Services in any form or media, including drawings, maps, plans, diagrams, designs, pictures, computer programs, data, specifications and reports (including drafts).

Delivery Location: to NTU's premises or at such other location as is set out in the Order or as instructed by NTU before delivery.

Force Majeure Event: acts of God, storms, floods, riots, fires, sabotage, civil commotion, unrest, interference by civil/military authorities, acts of war (declared/undeclared), armed hostilities, other national or international calamity or one or more acts of terrorism or failure of energy sources.

Goods: the goods (or any part of them) set out in the Order.

Goods Specification: any specification for the Goods which is agreed in writing by NTU and the Supplier.

Intellectual Property Rights: patents, rights to inventions, copyright and related rights, trade marks, business names and domain names, rights in get-up, goodwill and the right to sue for passing off, rights in designs, rights in computer software, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how and trade secrets), and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

Order: NTU's official order for the supply of Goods and/or Services as set out in NTU's purchase order form.

Services: the services, including any Deliverables, to be provided by the Supplier under the Contract as set out in the Service Specification.

Service Specification: the description or specification for Services agreed in writing by NTU and the Supplier.

1.1 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).

1.2 A reference to a party includes its personal representatives, successors and permitted assigns.

1.3 A reference to a statute or statutory provision is a reference to it as amended or re-enacted. A reference to a statute or statutory provision includes all subordinate legislation made under that statute or statutory provision.

1.4 Any words following the terms **including, include, in particular, for example** or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.

2. BASIS OF CONTRACT

2.1 The Order constitutes an offer by NTU to purchase Goods and/or Services from the Supplier in accordance with these Conditions. The Order shall be deemed to be accepted on the earlier of:

(a) the Supplier issuing written acceptance of the Order; or

(b) any act by the Supplier consistent with fulfilling the Order,

at which point and on which date the Contract shall come into existence (**Commencement Date**).

2.2 NTU shall assign an Order number to each Order and shall notify the Supplier of the same. Such number to be used in all subsequent correspondence.

2.3 All of these Conditions shall apply to the supply of both Goods and Services except where the application to one or the other is specified.

2.4 NTU reserves the right to cancel an Order by giving written notice to the Supplier, without liability to the Supplier, at any time prior to the receipt of express or implied acceptance by the Supplier.

2.5 NTU reserves the right at any time, at its sole discretion, to make modifications, additions and deletions to these Conditions where reasonably necessary or to respond to any change in the law or regulation. Any changes to the Conditions will be notified to you in writing.

3. SUPPLY OF GOODS

3.1 The Supplier shall ensure that the Goods shall:

(a) correspond with their description and any applicable Goods Specification;

(b) be of satisfactory quality (within the meaning of the Sale of Goods Act 1979) and fit for any purpose held out by the Supplier or made known to the Supplier by NTU, expressly or by implication, and in this respect NTU relies on the Supplier's skill and judgement;

(c) where they are manufactured products, be free from defects in design, materials and workmanship and remain so for 12 months after delivery; and

(d) comply with all applicable statutory and regulatory requirements relating to the manufacture, labelling, packaging, storage, handling and delivery of the Goods.

3.2 The Supplier shall ensure that at all times it has and maintains all the licences, permissions, authorisations, consents and permits that it needs to carry out its obligations under the Contract in respect of the Goods.

3.3 NTU may inspect and test the Goods at any time before delivery. The Supplier shall remain fully responsible for the Goods despite any such inspection or testing and any such inspection or testing shall not reduce or otherwise affect the Supplier's obligations under the Contract.

3.4 If following such inspection or testing NTU considers that the Goods do not comply or are unlikely to comply with the Supplier's undertakings at Clause 3.1, NTU shall inform the Supplier and the Supplier shall immediately take such remedial action as is necessary to ensure compliance.

3.5 NTU may conduct further inspections and tests after the Supplier has carried out its remedial actions.

3.6 The Supplier shall ensure that:

(a) the Goods are properly packed and secured in such manner as to enable them to reach their destination in good condition;

(b) each delivery of the Goods is accompanied by a delivery note which shows the date of the Order, the Order number (if any), the type and quantity of the Goods (including the code number of the Goods (where applicable)), special storage instructions (if any) and, if the Goods are being delivered by instalments, the outstanding balance of Goods remaining to be delivered; and

(c) it states clearly on the delivery note any requirement for NTU to return any packaging material for the Goods to the Supplier. Any such packaging material shall only be returned to the Supplier at the cost of the Supplier.

3.7 The Supplier shall deliver the Goods:

(a) on the date specified in the Order or, if no such date is specified, then within 7 days of the date of the Order;

(b) to the Delivery Location; and

(c) during NTU's normal hours of business on a Business Day, or as instructed by NTU.

Delivery of the Goods shall be completed on the completion of unloading of the Goods at the Delivery Location. If the Supplier delivers less than or more than 100% of the quantity of Goods ordered, NTU may reject the Goods or the excess Goods, and any rejected Goods shall be returnable at the Supplier's risk and expense. If the Supplier delivers more or less than the quantity of Goods ordered, and NTU accepts the delivery, the Supplier shall make a pro rata adjustment to the invoice for the Goods.

3.8 The Supplier shall not deliver the Goods in instalments without NTU's prior written consent. Where it is agreed that the Goods are delivered by instalments, they may be invoiced and paid for separately. However, failure by the Supplier to deliver any one instalment on time or at all or any defect in an instalment shall entitle NTU to the remedies set out in Clause 5.

3.9 Title and risk in the Goods shall pass to NTU on completion of delivery.

4. SUPPLY OF SERVICES

4.1 The Supplier shall from the Commencement Date and for the duration of the Contract supply the Services to NTU in accordance with the terms of the Contract.

4.2 The Supplier shall meet any performance dates for the Services specified in the Order or that NTU notifies to the Supplier and time is of the essence in relation to any of those performance dates.

4.3 In providing the Services, the Supplier shall:

(a) co-operate with NTU in all matters relating to the Services, and comply with all instructions of NTU;

(b) perform the Services with the best care, skill and diligence in

NOTTINGHAM TRENT UNIVERSITY
Terms and Conditions of Purchase

accordance with best practice in the Supplier's industry, profession or trade;

- (c) use personnel who are suitably skilled and experienced to perform tasks assigned to them, and in sufficient number to ensure that the Supplier's obligations are fulfilled in accordance with the Contract;
- (d) ensure that the Services and Deliverables will conform with all descriptions and specifications set out in the Service Specification, and that the Deliverables shall be fit for any purpose that NTU expressly or impliedly makes known to the Supplier;
- (e) provide all equipment, tools and vehicles and such other items as are required to provide the Services;
- (f) use the best quality goods, materials, standards and techniques, and ensure that the Deliverables, and all goods and materials supplied and used in the Services or transferred to NTU, will be free from defects in workmanship, installation and design;
- (g) obtain and at all times maintain all licences and consents which may be required for the provision of the Services;
- (h) comply with all applicable laws, regulations, regulatory policies, guidelines or industry codes which may apply to the provision of the Services, and with the Mandatory Policies, which are hereby incorporated into these Conditions;
- (i) observe all health and safety rules and regulations and any other security requirements that apply at any of NTU's premises;
- (j) hold all materials, equipment and tools, drawings, specifications and data supplied by NTU to the Supplier (**NTU Materials**) in safe custody at its own risk, maintain NTU Materials in good condition until returned to NTU, and not dispose or use NTU Materials other than in accordance with NTU's written instructions or authorisation;
- (k) not do or omit to do anything which may cause NTU to lose any licence, authority, consent or permission upon which it relies for the purposes of conducting its business, and the Supplier acknowledges that NTU may rely or act on the Services;
- (l) comply with any additional obligations as set out in the Service Specification.

5. NTU REMEDIES

- 5.1 If the Supplier fails to deliver the Goods and/or perform the Services by the applicable date, NTU shall, without limiting or affecting other rights or remedies available to it, have one or more of the following rights:
 - (a) to terminate the Contract with immediate effect by giving written notice to the Supplier;
 - (b) to refuse to accept any subsequent performance of the Services and/or delivery of the Goods which the Supplier attempts to make;
 - (c) to recover from the Supplier any costs incurred by NTU in obtaining substitute goods and/or services from a third party;
 - (d) to require a refund from the Supplier of sums paid in advance for Services that the Supplier has not provided and/or Goods that it has not delivered; and
 - (e) to claim damages for any additional costs, loss or expenses incurred by NTU which are in any way attributable to the Supplier's failure to meet such dates.
- 5.2 If the Supplier has delivered Goods that do not comply with the undertakings set out in Clause 3 then, without limiting or affecting other rights or remedies available to it, NTU shall have one or more of the following rights, whether or not it has accepted the Goods:
 - (a) to terminate the Contract with immediate effect by giving written notice to the Supplier;
 - (b) to reject the Goods (in whole or in part) whether or not title has passed and to return them to the Supplier at the Supplier's own risk and expense;
 - (c) to require the Supplier to repair or replace the rejected Goods, or to provide a full refund of the price of the rejected Goods (if paid);
 - (d) to refuse to accept any subsequent delivery of the Goods which the Supplier attempts to make;
 - (e) to recover from the Supplier any expenditure incurred by NTU in obtaining substitute goods from a third party; and
 - (f) to claim damages for any additional costs, loss or expenses incurred by NTU arising from the Supplier's failure to supply Goods in accordance with Clause 3.1.
- 5.3 These Conditions shall extend to any substituted or remedial services and/or repaired, or replacement goods supplied by the Supplier.
- 5.4 NTU's rights under the Contract are in addition to its rights and remedies implied by statute and common law.

6. NTU'S OBLIGATIONS

- 6.1 NTU shall:
 - (a) provide the Supplier with reasonable access at reasonable times to NTU's premises for the purpose of providing the Services;
 - (b) provide such necessary information for the provision of the Services as the Supplier may reasonably request.

7. CHARGES AND PAYMENT

- 7.1 The price for the Goods:
 - (a) shall be the price set out in the Order, or if no price is quoted, the price set out in the Supplier's published price list in force at the Commencement Date; and
 - (b) shall be inclusive of the costs of packaging, insurance and carriage of the Goods. No extra charges shall be effective unless agreed in writing and signed by NTU.
- 7.2 The charges for the Services shall be set out in the Order and shall be the full and exclusive remuneration of the Supplier in respect of the performance of the Services. Unless otherwise agreed in writing by NTU, the charges shall include every cost and expense of the Supplier directly or indirectly incurred in connection with the performance of the Services.
- 7.3 In respect of the Goods, the Supplier shall invoice NTU on or at any time after completion of delivery. In respect of Services, the Supplier shall invoice NTU on completion of the Services. Each invoice shall include such supporting information required by NTU to verify the accuracy of the invoice, including but not limited to the relevant purchase order number.
- 7.4 In consideration of the supply of Goods and/or Services by the Supplier, NTU shall pay the invoiced amounts within 30 days of the date of a correctly rendered invoice to a bank account nominated in writing by the Supplier.
- 7.5 All amounts payable by NTU under the Contract are exclusive of amounts in respect of value added tax chargeable from time to time (**VAT**). Where any taxable supply for VAT purposes is made under the Contract by the Supplier to NTU, NTU shall, on receipt of a valid VAT invoice from the Supplier, pay to the Supplier such additional amounts in respect of VAT as are chargeable on the supply of the Goods and/or Services at the same time as payment is due for the supply of the Goods and/or Services.
- 7.6 If NTU fails to make a payment due to the Supplier under the Contract by the due date, then the Supplier shall notify NTU of its failure to make a payment. If a payment remains unpaid 15 Business Days after the date of such notice, then the Supplier shall be entitled to charge interest on the overdue sum from the due date until payment of the overdue sum, whether before or after judgment. Interest under this Clause 7.6 will accrue each day at 4% a year above the Bank of England's base rate from time to time, but at 4% a year for any period when that base rate is below 0%.
- 7.7 The Supplier shall maintain complete and accurate records of the time spent and materials used by the Supplier in providing the Services, and the Supplier shall allow NTU to inspect such records at all reasonable times on request.
- 7.8 NTU may at any time, without notice to the Supplier, set off any liability of the Supplier to NTU against any liability of NTU to the Supplier, whether either liability is present or future, liquidated or unliquidated, and whether or not either liability arises under the Contract. If the liabilities to be set off are expressed in different currencies, NTU may convert either liability at a market rate of exchange for the purpose of set-off. Any exercise by NTU of its rights under this clause shall not limit or affect any other rights or remedies available to it under the Contract or otherwise.

8. INTELLECTUAL PROPERTY RIGHTS

- 8.1 All Intellectual Property Rights owned or controlled by a Party prior to the commencement of this Contract or independently created from the Services or NTU Materials ("**Background IPR**"), and which the owning Party contributes for use in the Services shall remain the property of that Party.
- 8.2 All Intellectual Property Rights in or arising out of or in connection with the Services and the Deliverables shall be owned by NTU.
- 8.3 The Supplier grants to NTU, or shall procure the direct grant to NTU of, a fully paid-up, worldwide, non-exclusive, royalty-free perpetual and irrevocable licence to the extent necessary:
 - 8.3.1 to use the Suppliers Background IPR to receive and make use of the Services and the Deliverables; and
 - 8.3.2 to copy and modify the Services and Deliverables, with the ability to sub-licence.
- 8.4 NTU grants the Supplier a fully paid-up, non-exclusive, royalty-free non-transferable licence to copy and modify any NTU Materials for the term of the Contract for the sole purpose of providing the Services to NTU.
- 8.5 All NTU Materials are the exclusive property of NTU.

9. INDEMNITY

- 9.1 The Supplier shall indemnify NTU against all liabilities, costs, expenses, damages and losses (including but not limited to any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal costs (calculated on a full indemnity basis) and all other professional costs and expenses) suffered or incurred by NTU arising out of or in connection with:
 - (a) any claim made against NTU for actual or alleged infringement of a third party's Intellectual Property Rights arising out of, or in connection with, the manufacture, supply or use of the Goods, or receipt, use or supply of the Services (excluding NTU Materials);
 - (b) any claim made against NTU by a third party for death, personal

NOTTINGHAM TRENT UNIVERSITY
Terms and Conditions of Purchase

injury or damage to property arising out of, or in connection with, defects in the Goods, as delivered, or the Deliverables; and

- (c) any claim made against NTU by a third party arising out of or in connection with the supply of the Goods, as delivered, or the Services.

9.2 This Clause 9 shall survive termination of the Contract.

10. INSURANCE

10.1 During the term of the Contract and for a period of 5 years thereafter, the Supplier shall maintain in force, with a reputable insurance company, professional indemnity insurance, product liability insurance and public liability insurance to cover the liabilities that may arise under or in connection with the Contract, and shall, on NTU's request, produce both the insurance certificate giving details of cover and the receipt for the current year's premium in respect of each insurance.

11. CONFIDENTIALITY

11.1 Each party undertakes that it shall not at any time during the Contract and for a period of five years after termination of the Contract, disclose to any person any confidential information concerning the business, affairs, customers, clients or suppliers of the other party, except as permitted by this Clause 11.

11.2 Each party may disclose the other party's confidential information:

- (a) to its employees, officers, representatives, subcontractors or advisers who need to know such information for the purposes of carrying out the party's obligations under the Contract. Each party shall ensure that its employees, officers, representatives, subcontractors or advisers to whom it discloses the other party's confidential information must comply with this Clause 11; and
- (b) as may be required by law, a court of competent jurisdiction or any governmental or regulatory authority.

11.3 Neither party shall use the other party's confidential information for any purpose other than to perform its obligations under the Contract.

12. TERMINATION

12.1 Without affecting any other right or remedy available to it, NTU may terminate the Contract:

- (a) with immediate effect by giving written notice to the Supplier if:
 - i. there is a change of Control of the Supplier; or
 - ii. the Supplier's financial position deteriorates to such an extent that in NTU's opinion the Supplier's capability to adequately fulfil its obligations under the Contract has been placed in jeopardy; or
 - iii. the Supplier commits a breach of Clause 4 (h),
- (b) for convenience by giving the Supplier one month's written notice.

12.2 Without affecting any other right or remedy available to it, either party may terminate the Contract with immediate effect by giving written notice to the other party if:

- (a) the other party commits a material breach of any term of the Contract which breach is irremediable or (if such breach is remediable) fails to remedy that breach within a period of 14 days after being notified in writing to do so;
- (b) the other party takes any step or action in connection with its entering administration, provisional liquidation or any composition or arrangement with its creditors (other than in relation to a solvent restructuring), being wound up (whether voluntarily or by order of the court, unless for the purpose of a solvent restructuring), having a receiver appointed to any of its assets or ceasing to carry on business; or
- (c) the other party suspends, or threatens to suspend, or ceases or threatens to cease to carry on all or a substantial part of its business.

12.3 On termination of the Contract, the Supplier shall immediately deliver to NTU all Deliverables whether or not then complete and return all NTU Materials. If the Supplier fails to do so, then NTU may enter the Supplier's premises and take possession of them. Until they have been returned or delivered, the Supplier shall be solely responsible for their safe keeping and will not use them for any purpose not connected with the Contract.

12.4 Termination or expiry of the Contract shall not affect the parties' rights and remedies that have accrued as at termination or expiry, including the right to claim damages in respect of any breach of the Contract which existed at or before the date of termination or expiry.

12.5 Any provision of the Contract that expressly or by implication is intended to come into or continue in force on or after termination or expiry of the Contract shall remain in full force and effect.

13. FORCE MAJEURE

13.1 Neither party shall be liable to the other as a result of any delay/failure to perform its obligations under this Contract as a result of a Force Majeure Event.

14. MANDATORY POLICIES

- NTU Supplier Code of Conduct
- Sustainable Procurement
- Slavery and Human Trafficking Statement

As available to view on NTU's website at:

<https://www.ntu.ac.uk/business-and-employers/procurement/how-to-do-business-with-ntu>.

15. GENERAL

15.1 **Assignment and other dealings.** NTU may at any time assign, mortgage, charge, subcontract, delegate, declare a trust over or deal in any other manner with all or any of its rights and obligations under the Contract. The Supplier shall not assign, transfer, mortgage, charge, subcontract, declare a trust over or deal in any other manner with any of its rights and obligations under the Contract without the prior written consent of NTU.

15.2 **Notices.** Any notice or other communication given to a party under or in connection with the Contract shall be in writing and shall be delivered by hand or by pre-paid first-class post or other next working day delivery service at its registered office (if a company) or its principal place of business (in any other case). A notice or other communication shall be deemed to have been received: if delivered by hand, on signature of a delivery receipt or at the time the notice is left at the proper address; if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second Business Day after posting.

15.3 **Severance.** If any provision or part-provision of the Contract is or becomes invalid, illegal or unenforceable, it shall be deemed modified to the minimum extent necessary to make it valid, legal and enforceable. If such modification is not possible, the relevant provision or part-provision shall be deemed deleted. Any modification to or deletion of a provision or part-provision under this clause shall not affect the validity and enforceability of the rest of the Contract.

15.4 **Waiver.** A waiver of any right or remedy under the Contract or by law is only effective if given in writing and shall not be deemed a waiver of any subsequent breach or default. A failure or delay by a party to exercise any right or remedy provided under the Contract or by law shall not constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict any further exercise of that or any other right or remedy. No single or partial exercise of any right or remedy provided under the Contract or by law shall prevent or restrict the further exercise of that or any other right or remedy.

15.5 **No partnership or agency.** Nothing in the Contract is intended to, or shall be deemed to, establish any partnership or joint venture between the parties, constitute either party the agent of the other, or authorise either party to make or enter into any commitments for or on behalf of the other party.

15.6 **Data Protection.** For the avoidance of doubt, it is stated here that neither party is a data processor on behalf of the other Party in furtherance of their obligations under this Contract. In the event it is established at any time during this Contract that Personal Data is to be processed by one party on behalf of the other, the parties agree to enter into a separate data processing agreement.

15.7 **Entire agreement.** The Contract constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.

15.8 **Third party rights.** Unless it expressly states otherwise, the Contract does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of the Contract. The rights of the parties to rescind or vary the Contract are not subject to the consent of any other person.

15.9 **Variation.** Except as set out in these Conditions, no variation of the Contract, including the introduction of any additional terms and conditions, shall be effective unless it is agreed in writing and signed by the parties or their authorised representatives.

15.10 **Disputes.** The parties shall attempt to resolve in good faith any dispute arising between them out of the operation of this Contract. If the matter is not resolved through negotiation either party may refer the matter to mediation and the parties will attempt in good faith to resolve the dispute through mediation in accordance with the model procedure of the Centre for Effective Dispute Resolution.

15.11 **Governing law and Jurisdiction.** The Contract, and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and the courts of England shall have exclusive jurisdiction.