

No

Dated.....

From :

The Principal,
Govt. Polytechnic

To,

M/s.....

.....

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Subject : SUPPLY OF MATERIAL

Ref. Your Quotation No..... Dated..... on the
subject cited above.

1. Please supply immediately the following material/List Attached.
2. Bill in Duplicate may please be sent under Regd. Cover to the undersigned for arranging payment.
3. The rejected material if any will be returned to you at your cost for which no claim will be entertained.
4. (D) Form in duplicate will be supplied after the payment is released. Material is to be despatched to the Institution immediately after issue of the Supply Order.

Sr. No.	Description of Item	Qty.	Rate
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Endst No

Dated.....

Copy to : Store Keeper.

- 1) Packing & Forwarding Charges are payable extra.
- 2) Sales Tax payable @ 4% against 'D' Form.
- 3) Rates & F.O.R. Ex-godown/Ex-Shop/Destination.

Principal,
Govt. Polytechnic