

The Principal,
Govt. Polytechnic

To,

M/s

Memo No. G.P./K.M./Q-1.....

Dated.....

Sub : QUOTATIONS.

You are requested to please quote your lowest rates for the supply of the material noted below/list attached. The last date for the receipt of quotations is

It may please be kept in view that :-

1. The rates must be valid for atleast two months
2. The material will be inspected in the institution.
3. Material is to be supplied within 15 days after the issue of order.
4. The envelop must be sealed and subscribed as quotations for.....
..... due on.....
5. Material to be supplied will be brand new.
6. Sales tax etc. is to be charged at Govt. rates presently @ 4% with 'D' form.
7. Rates quoted shall be F.O.R. Polytechnic/Shop and other condition should also be indicated.

Principal,
Govt. Polytechnic

OFFICE OF THE PRINCIPAL

ENDST. NO. GP/KM/Q-1.....

Dated.....

Copy to Store Officer/Store Keeper for Record.

Principal
Govt. Polytechnic