

From

Principal,
Govt. Polytechnic College,
Bhikhiwind.

To,

.....
.....
.....

No.

Dated

Sub:QUOTATIONS

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

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 issue of order.
4. The envelope 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.

S.no

Description

Qty

Principal,
Govt. Polytechnic College,
Bhikhiwind.

Endst. No.

Dated

A Copy to Store Officer/Store Keeper for record.

Principal,
Govt. Polytechnic College,
Bhikhiwind.