

From

Principal,
Govt. Polytechnic College,
Bhikhiwind.

To,

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.....
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No.

Dated

Sub: 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 dispatched to the Institution immediately after issue of the Supply Order.

Sr no.	Description	Qty.	Rate	Total

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.

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