

From

The principal,
SRS Govt. Polytechnic College,
Ludhiana.

To,

Memo No.GPW/S-2/
Date:

Subject: Supply Order.

1. Please supply immediately the following material by good/ passenger train/ registered post parcel/road transporters.
2. R.R & bill of cost in triplicate may please be sent under registered cover to the undersigned for arranging payment.
3. The rejected material if any will be returned to your cost for which no claim will be entertained.
4. Material is to be dispatched to SRS Govt. Polytechnic College Ludhiana(Punjab)

S.No.	Material	Qty	Rate	Amount
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Principal,
SRS Govt. Polytechnic College,
Ludhiana.

From

The principal,
SRS Govt. Polytechnic College ,
Ludhiana.

To,

Memo No.GPW/Q-1/

Date:

Subject:

Quotation.

You are requested to send your quotation or the supply of material mentioned below. The following condition may please be noted

- 1 The last date for the receipt the quotation is
- 2 The quotation should be valid for a period of 60 days from the date of its issue.
- 3 The railway receipt will be required to be dispatched direct by registered post at suppliers cost and not through bank.
- 4 The material is to be supplied within 15 days from the date of supply order
- 5 The rates quoted should be for supply at Polytechnic/F.O.R. destination.
- 6 Any other conditions of sales should be specifically stated in the quotations.
- 7 The Envelop should be sealed & marked as Quotation for will be opened on

S.No.	Description of Material	Qty

Principal,
SRS Govt. Polytechnic College
Ludhiana.