

From:

Principal,
B.K.N Govt. Polytechnic,
Narnaul

To

1 _____
2 _____
3 _____

Memo No. BKNGPN/Q/

Dated:

Subject: Quotation for _____ Items.

Quotations in sealed cover are invited by the undersigned for the Material / Items as below mentioned latest by _____ (Time) on _____ (Date). These quotations should be handed over personally to the committee.

| Sr. No. | Description of Materials / Items | Quantity |
|---------|----------------------------------|----------|
| | | |

Term & Conditions:

These quotations are circumscribed by the following terms and conditions:-

1. The Materials / Items should be supplied within _____ days on receipt of the supply order.
2. Payment shall be made after receipt of Material / Items as per the supply order.
3. Any taxes (if applicable) should be mentioned separately.

Principal,
B.K.N Govt. Polytechnic
Narnaul.