

From:

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

To,

Memo No.:

Dated:

Subject: Supply order for _____ Items.

Ref: Your Quotation No _____ Dated: _____ on the subject mentioned above.

You are requested to supply the below mentioned material within _____ days on the term & conditions of your quotation referred above. The material should confirm to the specification mentioned in your quotation and supplied to the Principal, B. K. N. Govt. Polytechnic, Narnaul. The rejected material (if any) will be sent back and the expenses involved will be deducted from the bill.

Sr. No.	Description of Material	Rate	Quantity	Amount

Total: Rs. _____

GST (As Applicable): Rs. _____

Grand Total: Rs. _____

Term & Conditions:

1. Payment shall be made after supply the material.

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

Endst. No.

Dated:

A copy of the above is forwarded to **Officer In-Charge Store (SF / Govt.)** for information & necessary action.

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