

From:

Principal,  
B.K.N Govt. Polytechnic  
Narnaul

To,

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Memo No.:

Dated:

**Subject: Supply order for \_\_\_\_\_ Work.**

**Ref: Your Quotation No \_\_\_\_\_ Dated \_\_\_\_\_ on the subject mentioned above.**

You are requested to carry out the below mentioned work within \_\_\_\_\_ days on the term & conditions of your quotation referred above. The work should confirm to the specification mentioned in your quotation.

Sr. No.	Description of Work	Rate	Quantity	Amount

Total: Rs. \_\_\_\_\_

GST (As Applicable): Rs. \_\_\_\_\_

**Grand Total: Rs. \_\_\_\_\_**

**Term & Conditions:**

1. Payment shall be made after satisfactory work.
- 2.

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