

THAPAR POLYTECHNIC COLLEGE, PATIALA

No:TPC/
Date:

M/S _____

Subject: - Ref No. _____ dated _____
regarding the supply of _____
_____ Equipment / Item.

Sir / Madam,

We are pleased to inform you that your quotation for the supply of the following items, vide your Quotation No. _____ dated _____ has been approved & accepted. Kindly supply the following items as per details given in the quotation before 2 weeks. While dispatching the goods please note and comply the following:

S. No	Item	Qty

1. The receipt of this order should be acknowledged immediately.
2. The goods should be sent F. O. R. Thapar Polytechnic College Patiala.
3. The goods sent should confirm to the specifications and quality as indicated in this order.
4. The bill for the goods should be sent to us in TRIPLICATE along with the goods to enable us to process the same for timely payment.
5. The goods should be consigned to The Principal, Thapar Polytechnic College, Patiala and not self addressed.
6. Payments of the bill shall be settled finally only if the goods received are as per our order and found satisfactory on inspection / testing.

PRINCIPAL