

Purchase Order

Order No: _____

Date: _____

To

M/s _____

Sub : Supply of _____

Ref. No.: _____

Sir,

With reference to above subject and reference no of your quotation, undersigned is Pleased to order out the following.

Sr. No	Description of items	Rate	Quantity ordered

Conditions.

1. The above items should be supplied within _____ months form the date of this order.
2. The items supplied should be of good quality.
3. The undersigned reserves the right to reject one or all items which may be found to be of inferior quality and not as per our requirement such items will be sent back to you at your cost.
4. The bills for these items should be sent in quadruplicate.
5. This being a government institute R/R though bank is not acceptable
6. Payment will be made after due scrutiny and testing of the supplied good and if they are of approved standard No. Payment will be made within 30 days.
7. "P" or "D" form will be sent to you on receipt of your bill this being a Government institution.

Principal
GEC Palanpur