0020

**NAAC Accredited ‘B+’ Grade College**

**Centre of Excellence**

**Govt. College, Sanjauli, Shimla -6, H. P.**

**WEB SITE:** [**www.gcsanjauli.com**](http://www.gcsanjauli.com) **E-Mail Address:principalsanjauli@gmail.com**

**FAX/ Tel. No: 0177-2640332**



**No. EDN-COE-GCS-SML-Supply Order/ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUPPLY ORDER FORM**

To

M/s………………………………………………………

……………………………………………………………

……………………………………………………………

**Subject: - Supply of ………………………………………………………………………………………………………………………………**

**...............................................................................................................................................................**

Dear Sir/Madam,

Kindly refer to your quotation No……………………………………. dated………………………………….. Kindly supply the articles mentioned in the enclosed list/mentioned below on the items and conditions contained in your quotation, and send your bill in triplicate so as reach this office by the………………………..

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr No** | **Particulars** | **quantity** | **Remarks** |
|  |  |  |  |

Before sending the good the following point may kindly be noted:-

1. No packing forwarding and other charge will be Paid by this office unless specifically mentioned in your quotation.
2. Consignment may please be sent F.O.R. G.C Shimla-6
3. Articles received in broken or in damaged conditions will not be paid for.
4. Unapproved articles will be returned to you at your cost and no bill will be passed for payment unless all discrepancies are removed.
5. All the articles must be delivered by the……………………………… at the latest.
6. Articles delivered after that date may be returned without assigning any reasons. In your own interest you are advised to let us know which articles/article you will not be in a position to supply on the last date given above.

The receipt of this letter may please acknowledged,

Principal

Govt. sss College Sanjauli,

Shimla-171006,

Himachal Pradesh