From

The Principal,
Govt. Polytechnic,
Rajpur Sadhaura .

To

M/s ……..

…….

…….

Memo. No. _____
Dated: _____

Subject: **“Quotation”.**

You are requested to please quote your lowest rates alongwith other terms and conditions for the items mentioned below:

1. The last date for the receipt of quotation is ……...
2. The quotation should be sent under sealed cover.
3. The cover should carry “Quotation due on ……..”
4. Please quote our office reference in your quotation.
5. A piece of sample, relevant, literature etc. may also be attached.
6. Rates quoted in quotations should be valid upto two months from the date of issue of quotations.

Sr.No.	Particulars	App. Quantity

Principal,
Govt. Polytechnic,
Rajpur Sadhaura