केन्द्रीय विद्यालय, अहमदाबाद छावनी

Kendriya Vidyalaya, Ahmedabad Cantt

Ref. No. Date : _____

To,
M/s. _____
_____
_____

Subject : Order for the supply of the articles of _____ Deptt.

Ref. No. : _____ Your Quotation No. : _____ Dated : _____

Dear Sir,

In reference to your quotation mentioned above for the supply of _____ the undersigned is pleased to inform you that the said quotation has been accepted on the terms & conditions setforth in letter referred to as the contract Subject to the modification given below :

1. Please supply the articles mentioned below on or before _____ by case work positively.
2. In terms of the contract you are to furnish a security of Rs. _____ (Rupees _____) through Cheque/Bank Draft to the Principal. The security money will be refunded to you in full after six month provided the articles supplied by you warrant such refund.
3. In respect of Serial No. _____ of the articles specified below, please furnish samples for approval / arrange to give demonstration at the school/before the representative of school who will be placed on you in due course.
4. In terms of the contract the rate quoted by you are valid upto _____ .
5. Supply order will be issued to you in due course.
6. Please acknowledge the receipt of this letter.

Yours faithfully,

Principal
Kendriya Vidyalaya

Sl.No.	Particulars of Articles	Quantity