

Company's Letter head

Quotation

Ref:
Date-dd/mm/yyyy
Valid Until:

To
IIT Kanpur
Kalyanpur Kanpur

Subject: Your NIT No.- Dated. due upto .

N/W < Name of work >

S.NO.	Description	Qty	Unit	Rate	Amount
1					
2					
		Total in (Rs.)			
		Add GST			
		Grand Total in (Rs.)			

Terms & Conditions:

1. Payment Terms:
2. Delivery Period:
3. Guarantee/Warranty:
4. Country of Origin of Goods:
5. Transportation Charges:

(Authorized Signatory)