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>

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<th>S.NO.</th>
<th>Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Rate</th>
<th>Amount</th>
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Total in (Rs.)
Add GST
Grand Total in (Rs.)

Terms & Conditions:

1. Payment Terms:
2. Delivery Period:
3. Guarantee/Warranty:
5. Transportation Charges:

(Authorized Signatory)