S

KENDRIYA VIDYALAYA IIT CAMPUS, CHENNAI – 600 036

No. VR/KVIIT/2012-13/ **Date :** _____

_____

_____

_____

Sub : Supply of items / Service order.

Ref : Your Quotation/Estimate dated _____.

Sir/Madam,

With reference to the above, please supply the following items / provide the services to _____ Department of this Vidyalaya for _____ _____ and submit the bill for payment on completion of full supply of items as per specification & quality / completion of the services to the satisfaction of the Department In-charge.

No.	Particulars	Rate as per quotation	Quantity Required	Remarks

Name of I/C with Design : _____ Signature : _____

Yours faithfully,

(PRINCIPAL)