

(To be printed on Pre-numbered Quotation format or if same is not available then on Letterhead with unique number and date)

FORMAT OF QUOTATION

Sr. No.	Description of goods	Specification	Qty.	Unit	Quoted Unit Price	Total Amount
		Total				
		Taxes @% (if any)				
		Grand Total				

Terms and Conditions:

1. Tax Registration Number -
2. Transport -
3. Quotation validity -
4. Warranty / Guarantee -
5. Expiry date of the material (wherever applicable) -

Signature with Stamp of Firm

Name of Authorised signatory
