

PURCHASE ORDER

Original

PROJECT :

PO No. :

PO Date :

Valid Till :

To :-

Phone:

Fax No:

Please Supply the following Materials at our site mentioned above.

Material

Unit

Qty

**Rate
(INR)**

**Discount
(%)**

**Amount
(INR)**

Taxes:

Material Amount :

Transport: 0.00

Loading / Unloading Amount: 0.00

Other Charges 1 0.00

Other Charges 2 0.00

Tax Amount :

Total Amount (INR):

Note: Material Purchased Against 'C' form.

Payment Terms & Other Remarks

1. Relevant Consignee's copy of lorry receipt if any, be sent to the head office.
2. Material will be received subject to verification of quality and quantity at our site.
3. Bills to be submitted strictly within 7 days after material delivered at site.
4. Please mention PO No., GRN No. and Project name on delivery challans/bills strictly.
5. Delivery at site is accepted between 9:30 A.M. to 5:00 P.M. on all working days.
6. Please send test certificate attached to the challan. (if applicable)
7. Subject to ----- jurisdiction.

"The Vendor needs to check-up the applicability of any one or more taxes namely Central Excise Duty, Service tax, Central CST or VAT or any other indirect tax leviable by Central or State Government as per provisions of relevant Acts and Rules made there under. In case received without charging any one or more taxes namely Central Excise Duty, Service tax, Central CST or VAT or any other indirect tax leviable by Central or State Government; it will be assumed that Quotation/Tender or any other document or bill as the case may be is either inclusive of these taxes or Vendor is falling under the exempted category or goods or services are non taxable and no any escalation for service tax will be accepted by the company after receipt of bill and/or making payments of the bills"

Prepared by

Checked by

Approved By