lIT Madras _____

(☐ Dept. ☐ Centre ☐ Section ☐ Project)

P S
PP - 02

PURCHASE SCHEDULE

Order may be placed with M/s. _____
_____
_____

as per their Proforma No._____ / on repeat order basis *
Quotation

* Our Order No. Dt. ……..

Sl. No.	Item No. as per Comp. Stt./ Catalogue No.	Name of the Item	Quantity Required	Quantity Required	
				Unit	Total
				Grant Total	

ED. Inclusive I Extra
ST & SC Inclusive I Extra
DC Extra I Free. The Goods to be supplied by (Date)
.• Terms of Payment
1. Letter of Credit I Sight Draft
2. Credit I Documents through Bank
3. ……..
Advance Payment % agreed to
.• Mode of Delivery: Goods I Passenger Train I Road I RPP I VPP.
Shipment: Air Freight I Ocean Freight I Air Post Parcel

Project Co-ordinator
Head of the Dept. *1* Centre *1* Project

* Strike out whichever is not applicable