

KSPHC Ltd	Format for Purchase Order	Form:
Approved by:	Chief Engineer	Issue no:
Effective date : 1 Jan 2005		Page 1 of 2
		Page Rev. No. Nill

KARNATAKA STATE POLICE HOUSING CORPORATION LIMITED
59, RICHMOND ROAD, BANGALORE-560025

P .O .No.

To

Gentlemen,

Sub: KSPHC Ltd.: supply of -----
Order placed – Reg.

Ref : 1 .

2 .

3 .

With reference to the ----- you are requested to supply the following -----as detailed below.

Sl.no	Item with specification details	Quantity	Rate Rs	Amount Rs

Terms and Conditions:

1. sales tax as applicable :
2. Other Statutory Levies (if any):
3. Destination:
4. Consignee :
5. Delivery period :
6. Mode of payment :
7. Guarantee / Warranty :
8. Packing condition :

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9. Documents in support of tax exemption, if any ;
10. Supply schedule :
11. Condition under which the materials are to be accepted / received :
12. The materials found defective / damaged during the transit, if any, will have to be replaced / repaired at suppliers own cost.
13. The materials shall have to be delivered with in ----- days from date of receipt of this order.
14. Mode of bill preparation :
15. Any discrepancies regarding payment should be brought to the notice of the undersigned by the supplier with in 15 days from the date of payment and any discrepancies brought to the notice after 15 days shall not be entertained.

Yours faithfully,

Authorized Signatory

Copy to Chief Engineer,
Copy to Superintending Engineer,
Copy to the Executive Engineer,
Copy to The AE /AEE concerned.
Copy to Accts Branch, Division Office / Head Office
Copy to ,H.O.

Issued By

Management Representative