



ESTUARINE AND COASTAL STUDIES FOUNDATION

(A non-profit organization, registered with NITI Ayog, Govt. of India)

DARPAN ID: WB/2021/0297074, **PAN:** AAGCE6818B, **GST:** 19AAGCE6818B1ZP

10/5, AMRITA PYNE LANE, HOWRAH – 711101

Purchase Order

Purchase Order No. :

Date:

Quotation/P. Invoice No. :

Tender Ref. No. :

M/s :

Dear Vendor/Supplier,

Please supply the following Goods/Items as per your Quotation/P. Invoice and submit the **Tax Invoice in triplicate** with **Delivery Challan in duplicate** and supported necessary documents (**Trade License copy (Current)/CIN/Company Manufacturing Registration Certificate copy, GST Registration Certificate copy, Pan Card copy & Bank A/c Details/ Cancelled Cheque copy**) for **RTGS/NEFT (ECS)** payment.

LIST OF ORDER

| SUPPLIER'S NAME: | | | | |
|-------------------------------|---------------------|----------|------|-----------------|
| SL No. | Product Description | HSN Code | Qty. | Amount (in INR) |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| Taxable Product Value | | | | |
| ADD Tax : GST @ | | | | |
| Rounded Off (+/-) | | | | |
| Total Amount of Rupees | | | | |

Approximate cost of Rupees:

Funding Agency:

Sanction No.:

Head :

Yours faithfully,

.....
Principal Investigator

.....
Finance/Admin. Officer

.....
Director