



# 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. :

Quotation/Tender Notice Ref. No. & Date:

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 (₹)
1.				
2.				
3.				
4.				
5.				
<b>Taxable Product Value:</b>				₹
<b>ADD Tax : GST @</b>				₹
Rounded Off (+/-):				₹
<b>Total Amount of Rupees:</b>				₹

Approximate cost of Rupees:

Funded by:

File No.:

Head:

Yours faithfully,

.....  
PI/Scientist/DoA

.....  
Finance/Admin. Officer

.....  
Director