

IIT Madras

(☐ Dept. ☐ Centre ☐ Section ☐ Project)

PURCHASE SCHEDULE

Order may be placed with M/s. _____

P S

PP - 02

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
100	100
90	90
80	80
70	70
60	60
50	50
40	40
30	30
20	20
10	10
0	0

• 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. / Centre / Project

* Strike out whichever is not applicable