

Department of Biosciences & Bioengineering
IIT Bombay

Date:

To
The Assistant Registrar
Material Management Division
IIT Bombay

Sir,

We need to purchase some consumable items/equipment item as per enclosed quotation/invoice) from M/s . Kindly arrange to issue the following documents for completing the material management formalities.

1. Concessional sales tax Form(I-form/Dform)
2. Custom Duty exemption certificate

The material will be used for research purpose only.

Thanking you,

Yours faithfully,

Name of Faculty member: Prof.

Lab name: