

Department of Biosciences & Bioengineering
IIT Bombay

Date:

To
The Deputy Registrar
Material Management Division
IIT Bombay

Dear 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
2. Custom Duty exemption certificate
3. Excise duty exemption certificate

The material will be used for research purpose only.

Thanking you,

Yours sincerely,

Name of Faculty member: Prof.

Lab name:

Contact no: