

**APPROVAL / LOGIC NOTE**

<b>Project</b>	Sales Office, Sector-36A,Gurgaon
<b>Subject</b>	Supply of HP Plotter 711 - Printhead
<b>Supplier/ Vendor</b>	DIGITAL GLOBAL
<b>Date</b>	16-Apr-21
<b>Document Ref No.</b>	City 36/PH1/ SC /PUR/764

We have received indent for Supply of HP Plotter 711 - Printhead 1No with Service Charges , for same we have receive quotation from M/s.Digital Global. after negotiation we are processing approval in favor of M/s. Digital Global

Due to urgency approval process on single quote basis.

Total cost for approval is required is Rs.14,200 + GST.


Sl.No	Description	Unit	Quantity	Rate	Amount
1	HP Plotter 711 - Printhead	No	1	12,700	12,700
2	Service Charges			1500	1500
<b>TOTAL</b>					<b>14,200</b>
<b>GST @ 18% on line item 1</b>					<b>2,286</b>
<b>Grand Total</b>					<b>16,486</b>

Supply Schedule - Immediate.

Payment Terms -7 days from the date of Invoice.

Budget :As below-Expenses Budget- Repairs and Maintenance:- ITRAM-Printers and Peripherals

SI No.	Budget Head	Amount	Alloted Amt till date	Balance Amount
1	ITRAM-Printers and Peripherals	50,000	0	50,000

*Amit*  
19/4/2021 

Sanjeev Kumar Wasan

Amit Dixit

**Approved By**



Gulshan Kumar/ R K Sahni

Akash Khurana

Takahiro Yamazaki