Original for contractor

WORK ORDER

Subcontract for the work described below

GSTIN

PAN

Work order no.	Date	Project	Site
Start date	Completion date	Defect liability period	Rate basis

Contractor	Contacts and compliance
Name	Our site in charge
Address	Contractor's supervisor
GSTIN and PAN	PF and ESI codes
Electrical licence	Workers on site (planned)

Schedule of quantities and rates

Sr.	BOQ ref.	Description of work	Unit	Qty	Rate	Amount
					Work order value (excl. GST)	

Value, tax and deductions

Work order value, from the schedule above	
GST rate, %	
GST	
Total including GST	
Retention, % of each bill	
Retention held over the contract	
TDS rate, % (Section 393(1); 2% for a firm)	
TDS over the contract, on value excluding GST	
Paid to the contractor over the contract, before advances	

Terms

Accepted by the contractor (sign and stamp)

For the company, authorised signatory