

ANNEXURE

PROFORMA FOR SUBMISSION OF PURCHASE PROPOSAL FOR APPROVAL OF PURCHASE COMMITTEE

Proposal No

Date

Subject:- Proposal for Approval of Purchase Committee for Outsourcing of Services/Purchase of Stores Material /Equipment /Machinery etc.

The following services/store material/equipments are required for the
Department.

A. Details of Purchase of Store Material / Equipment etc. (More details as per Enclosures)

Sr. No.	Details of Store Material	Qty.	Estimated Cost (MRP)	Technical Specifications	Procurement Plan & Present Stock

B. Details of Outsourcing of Services (More details as per Enclosures)

Sr. No.	Particulars of services	period	Estimated Cost & Taxes	Reasons for outsourcing of services

C. Justification & need for outsourcing of services/purchase of store material/equipment:

D. Recommendations of the HoD regarding procurement:

E. Budget Head

(a)	Budget Provision for the Current Financial Year in Rs.	
(b)	Cumulative Expenditure incurred so far in Rs.	
(c)	Balance Provision available for the proposed expenditure in Rs.	

F. Particulars of Item & Specification in brief & Estimated cost: (More details as per enclosures)

Sr. No	Particulars of Tenderers	No of Unit	Rate per Unit	Total Value	Total Cost

G. Any other remark of Administrative Importance

- a) As per the Delegation of Powers, Administrative Approval of has been obtained for outsourcing of services / purchases as proposed for the estimated expenditure of Rs
- b) I attach herewith details in original of all the Quotations / Tender Documents received along with enclosures. Further I have confirmed that the Technical & Commercial Comparative Statement is duly signed by all the members of the Quotation / Tender Opening Committee & the same are attached as enclosure.
- c) Certified that the material proposed for purchase is required for the immediate use & I am personally satisfied that these goods proposed for purchase are of the requisite standard quality and specification & the same are being purchased from a reliable supplier. It is further certified that the recommended rates are reasonable in comparison with the current market rates.

Accountant of the Department

(Office Stamp)

HoD/Principal/Director