

FORMAT FOR PROCUREMENT OF EQUIPMENTS/SERVICES UNDER TEQIP-III

Kindly send the signed hard copy of the procurement proposal and email the soft copy to teqiprtu@gmail.com, kindly do not send any image file for specification

a. Preparer Role:

1. Procuring Department:					
2. Package Name: (A package is defined as a group of similar nature items or the items which may be supplied by same vendor.)					
3. Justification:					
4. Description of Package:					
S. No.	Item Name	Brief Specification	Quantity	Est. Cost/Unit (in Rs)	Estimated Total Cost
A.					
B.					
C.					
5. Name, address, phone and email of the potential suppliers (at least three): a) b) c)					
6. Name, mobile and email of the preparers (Lab staff, Lab-in-charge's, any other faculty member, if involved in the preparation process)					
Preparer -I		Preparer -II		Preparer-III	

b. Departmental Purchase Committee role :

7. Weather Proprietary/GEM: (Attach necessary documents)	
8. ICB/LIB/NCB/Shopping/ Direction Contracting: (Justification for selecting necessary mode)	
9. Estimated delivery time required after generation of PO:	
10. Warranty Period required:	

c. Forwarded by: HOD:

d. STEPS of UD, TEQIP:

Institute Project Director:		
UD, TEQIP III Purchase	Nodal Officer (Procurement) Required documents (soft/hard copy received: YES/NO	Nodal Officer (Finance)
Coordinator TEQIP:		
Institutional Project Director:		
HVC for approval:		
Institutional Project Director:		
UD, TEQIP III Purchase:		
Institutional Procurement Committee:		
HVC for approval:		
Institutional Project Director:		
UD, TEQIP III Purchase:		