

**OFFICE OF THE INSTITUTIONAL PROJECT DIRECTOR,
UNIVERSITY DEPARTMENTS, RTU, KOTA**

FORMAT for sending the soft copy of equipment's/ services under procurement, TEQIP-III.

(Please do not use any type of image file)

1. Procuring Department
2. Package Name
3. Justification
4. Proprietary/GEM
5. Estimated Financial Sanction Date
6. Contract Completion Date
7. Description of Package (A package is defined as a group of similar nature items or the items which may be supplied by same vendor.):

S. No.	Item Name	Brief Specification	Quantity	Est. Cost/Unit (in Rs)	Estimated Total Cost

8. If required then a department can also fill the following OPTIONAL DATES:
(Not mandatory)

- Quotation Invitation Date
- Quotation Opening Date
- Contract Award Date

9. Name, Phone and email of the preparer, if required then may be contacted in future.