

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

No-RTU/ UD/TEQIP-III/ F(58)/05/2018/Dean FA/5709-18

Date: 26/07/2018

**CIRCULAR**

Important steps to be followed for submitting procurement proposal under TEQIP-III.

1. Please check the specifications provided in the product description.
2. Fill the details (Name, address, phone and email) of potential suppliers (at least 3-5 suppliers).
3. Fill the details of preparers of the package duly signed by all the preparers
4. Fill the details by departmental purchase committee (duly signed) with the office order of departmental procurement committee.
5. Kindly mention the name of package, number of equipment and total amount on the note sheet.
6. After completing all the steps file should be forwarded by Head of the department.

*sd/-*  
Dean FA & IPD  
UD TEQIP-III

Copy for information and n.a.

1. PS to HVC for information
2. All HODs
3. Coordinator UD TEQIP-III
4. Nodal Officer (Academic/ Finance) UD TEQIP-III
5. AO/ AAO UD TEQIP-III
6. Dean FA office file

*B*  
Dean FA & IPD  
UD TEQIP-III  
26/7/18