

APPENDIX – VII

..... UNIVERSITY

Department/Section.....

Date :-

Sub. : Administrative approval for purchase of Articles/Equipment/Machinery.

The store material/equipments are required for the Department / Section. The details of this purchase are as under :-

Sr. No	Details of stores material equipment	Qty	Estimated Cost	Technical Specifications	The details of present stock with Dept. - Qty. Value	The approval of the following Committees is necessary - (i) Purchase (ii) Technical (iii) Furniture	Budget Provision for current year
1	2	3	4	5	6	7	8

- (i) Justifications for purchase of above store material/equipment.....
- (ii) Budget Head
- (a) Budget provision for the current year
- (b) Cumulative expenditure incurred so far Rs.....
- (c) Balance provision for above purchase
- (iii) Whether the preliminary works i.e. civil work and electrical works for installation of equipment etc. are completed before purchase. If not, the period required for completion of such work and action taken for completion of such work.
- (iv) whether the arrangement for storage of the said material/equipment is made and provision for maintenance cost after warranty period is anticipated.
- (v) Name of manufacturer/authorized dealers/wholesaler/Retailer and their address.
- (vi) The said purchase is to be effected by inviting tenders/fixing annual rate contracts or placing orders with the existing rate contract firm/directly Co-operative Consumer Store by calling sealed quotation.

As per delegation of powers, administrative approval of is required for above purchase, which may be accorded for estimated expenditure of Rs.

Clerk/ Superintendent

H.O.D./Dy. Registrar

Registrar/Director-BCUD/
Controller of Exam./Finance & Accounts Officer

Hon'ble Vice-Chancellor

..... UNIVERSITY

Department/Section.....Date :-

Sub. : Administrative approval for repair of Articles / Equipment / Machinery

Submitted -

The following equipment/machinery of Department / Section needs repairs for effective use. The details are as under :-

Sr. No	Articles/ Equipment Machinery	Date of purchase & warranty period	Date from which it is under repair	Estimated Expd. for repairs	Item of repairing work	Technical specification	Budget Provision available during current year
1	2	3	4	5	6	7	8

Justification for repairs -

Clerk/ Superintendent

H.O.D./Dy. Registrar

Registrar/Director-BCUD/

Controller of Exam./ Finance & Accounts Officer

Hon'ble Vice-Chancellor

..... UNIVERSITY

MATERIAL REQUISITION NOTE
(To be prepared in triplicate)
 Department/Section _____

Requisition No. _____
 Date : _____

To

**Dy. Registrar,
 Stores Section**

Kindly supply the following material for the use of our department/ section

Sr. No	Description with size/weight and other specifications along with Company/Make etc.	Quantity required	Value (Rs.)	Existing stock with user Dept. / Section	Consumption per day/ month	Budget Head and Balance Provision
1	2	3	4	5	6	7

Justification for requirement

Encl. : Administrative sanction dt.----- in format No. 1 is enclosed.

Signature
Head / Dy. Registrar/--

For use of Stores Section

Requisition note received on -

- Date -
- Name of receiving clerk -
- Signature –

..... UNIVERSITY,

Department/Section.....

Date :-

Sub. : Sanction of rates for purchase/repairs of equipment/ articles.

Submitted -

For Department / Section, the following purchase/repairs are to be carried out -

Sr. No	Particulars	Qty.	Technical Specifications	Budget Provision	Estimated Cost	Specifications approved by	Balance of previous purchase

1. Above purchases are made by calling quotation / inviting tender or fixing Annual Rate Contract.
2. Quotations / tender are called for from suppliers and lowest quotation of Rs. quoted by is recommended for approval.
3. Being a single quotation, approval of is required as per Delegation of Powers.

Clerk/ Superintendent

Dy. Registrar/ H.O.D.

Registrar/Director-BCUD/
Controller of Exam./
Finance & Accounts Officer

Hon'ble Vice-Chancellor

Form No. VII - E

.....UNIVERSITY,.....

Department/Section _____

SANCTION TO QUOTATION / TENDER

Ref.No.SU/_____

Date :

M/s. _____

Sub. : Sanction to Quotation/Tender and invitation for Agreement.
Ref. : Your Tender / Quotation No. _____ dt. _____

Sir/Madam,

Your tender/quotation dt..... for purchase of is sanctioned by Purchase Committee of this University/

In this regard, you are requested to execute the Agreement with the University regarding terms and conditions of supply of the required material/articles in the format prescribed by the University.

The purchase/supply order will be placed after the execution of this Agreement and on payment of performance security at 5% of the value of contract.

Thanking you,

Yours faithfully,

Signature and Designation

Encl.: Copy of Draft Agreement.

.....UNIVERSITY,.....

Department/Section _____

PURCHASE / SUPPLY ORDER

Ref. No. SU/_____

Date :

To

M/s. _____

Sub. : Purchase Order for _____
Ref. : Your Tender / Quotation No. _____ dt. _____

Sir/Madam,

Your tender/quotation dt. is sanctioned by
You are requested to supply the following articles on the terms and conditions mentioned herein, which you have accepted in the Agreement.

Sr.No.	Material / Equipment	Description & Specifications	Quantity	Rate Per Unit	Amount Rs.
				Total -	

Terms & Conditions :

- 1) Delivery period :- Within _____ weeks from the date of issue of supply order.
 - 2) Place of delivery :- The material/equipment shall be delivered at _____
Department / Section, =
 - 3) Price- Inclusive of all taxes, installation and delivery/supply on the above mentioned address.
 - 4) Discount if any :- _____
 - 5) Octroi - At actuals extra / Not Applicable
 - 6) Warranty / Guarantee - _____
 - 7) Terms of payment- 75% payment after delivery and the remaining 25% after the inspection of material/equipment regarding quality, quantity, condition.
 - 8) Penalty Clause - On failure to supply/deliver the ordered material/equipment within the stipulated time (as mentioned above), the concerned vendor shall be liable for penalty. The University reserves the right to cancel the order in such cases as mentioned in the agreement.
 - 9) Other - (Please see overleaf)
 - 10) Special Instruction if any - _____
- Receipt of this order may please be acknowledged.

Yours faithfully,

(Signature & Designation)

TERMS AND CONDITIONS

- 1) The number and date of this order and Serial No. of the article overleaf must be quoted in the bill and the rates must be checked with your original Quotation/Tender. Any variation in price and specification must be immediately intimated to this office and our approval should be obtained before effecting the supply.
- 2) The bill should be prepared in ink (or typed) and submitted in quadruplicate duly pre-receipted with a revenue stamp, if bill amount is over Rs.500/-. Bills received without pre-receipt will be returned without any liability on this office for delays.
- 3) In case your rates are F.O.R. dispatching station, transit and insurance charges will be payable only if vouchers for the same accompany the bill. F.O.R. Destination prices will be deemed to include insurance charges unless otherwise specified.
- 4) Payment of your bill will be made on receipt of the articles in good conditions, by crossed cheque. In case of any correspondence regarding your bills, please quote reference of this supply order number and date.
- 5) All damaged or/and unapproved goods shall be returned at your cost and risk and the incidental expenses incurred thereon shall be recoverable from you / from any of your bills.
- 6) Packing list must be put inside all packages giving our order No. and date.

.....UNIVERSITY,.....

Department/Section

Date -

Sub. : Sanction for Bill for purchase of material / Equipment.**Submitted -**

The administrative approval for purchase ofmaterial/ equipment was accorded by vide order dated of which bill No. dated for Rs..... submitted for sanction. (Copies of administrative approval, the purchase Committee/Technical Committee Resolution and supply order are attached herewith).

Before payment of said bill, the following checks are scrutinized -

1. The Security Deposit of Rs. /Bank Guarantee for the said amount is already paid / furnished by the supplier.
2. The material / equipment as per ordered specifications are received in good condition at stipulated date and the certificate that effect on recorded on bill.
3. The said material / equipment are entered into Accession Register & Dead stock Register / Stock Register of concerned Department / Section.
4. The warranty / guarantee certificate letter is furnished by the supplier.
5. The Security Deposit of Rs..... and Income Tax and surcharge/Education Cess amounting to Rs..... is to be deducted from the Bill.
6. The advance of Rs..... is given to Shri/supplier which is adjusted through the bill.
7. The bill is received as per term and conditions of supply order, which is payable within days from date of receipt of bill.
8. The said material / equipment is delayed by weeks, for which extension is not granted by competent for which, the liquidated damages of Rs..... is to be deducted from bill as per term of agreement.
9. The amount of bill payable is debited to Budget head code under which balance provision of Rs..... is available.
10. The net amount of bill amounting to Rs..... may be sanctioned.

Clerk/ Superintendent

Asstt. Registrar

Dy. Registrar

Finance & Accounts Officer

..... UNIVERSITY,

Form No. VII - H

DEPARTMENT/SECTION _____

After Sales Service Record

- Name of Asset:- _____
- Date of Purchase:- _____
- Guarantee period from _____ to _____
- Warranty period from _____ to _____

- Annual maintenance contract with M/s. _____
- A.M.C. Period - from _____ to _____
- Minimum routine visit under A.M.C.
- Minimum emergency visits _____

REPORT OF SERVICE DURING G/W/AMC PERIOD

Sr.No.	Date	Machinery		Service received		Amount Charged Rs.
		Preventive maintenance	Break down maintenance	Prompt/delay	Satisfactory/Non satisfactory	

Signature -
HOD/ Dy.Registrar/.....