Form No. VII- A

APPENDIX – VII

**Dr. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD**

**Section: -----------------------**

Date: -

Sub. : Administrative approval for **Purchase/Repair/AMC of -------------------------------------------**

The store material/equipments are required for the -------------------------------- The Details of this purchase are as under: -

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr.  No | Details of store  material/ equipment | Qty | Estimated  Cost | Technical  Specifications | The details  of present  stock with  Dept. - Qty./  Value | Present stock  Rate and date of purchase | The approval of Departmental  Committees is  necessary | Budget  Provision |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1. |  | - |  |  |  |  |  |  |

(i) **Justifications for purchase/Repair/AMC of**:-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

(ii) Budget Head: :----------------------------------------------------------------------------

(a) Budget provision for the current year : ` ----------------------------------------

(b) Cumulative expenditure incurred so far : `----------------------------------------

(c) Liability booked so far : `----------------------------------------

(d) 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 calling sealed quotation/PC Resolution/Previous P.O. of any Dept./Admin Section/Authorized Dealer./Manufacturer

As per delegation of powers, administrative approval of **Hon’ble Vice-Chancellor** is required for above Purchase, which may be accorded for estimated expenditure of Rs.---------------------------------

Clerk/ Store Keeper

Head

Desk Officer (Accounts)

Internal Auditor

Accounts Officer

Finance & Accounts Officer

Hon’ble Vice-Chancellor

**Dr. Babasaheb Ambedkar Marathwada University, Aurangabad**

**Quotation opening (Check list) for Educational Dept.**

Name of the Department/Section**:- Date:-**

Quotation of **:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.**  **No.** | **Name of Firm/company** | **(a)**  Copy/ Receipt of Updated Registration of Business or Shop Act License | **(b)**  GST Registration | **(c)**  Copy of certificate of Authorized Dealer /Distributor/Manufacture/Service Provider | **(d)**  Copy of acknowledgement of Income Tax Return for last financial year | **(e)**  **Any Other Document** | **(f)**  **Accepted/Rejected** | **(g)**  **Remark** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Name of Supplier** | **Signature** | **Sr. No.** | **Quotation Opening**  **Departmental Committee Members** | **Signature** |
| 1 |  |  | 1 |  |  |
| 2 |  |  | 2 |  |  |
| 3 |  |  | 3 |  |  |
| 4 |  |  | 4 |  |  |
| 5 |  |  | 5 |  |  |

**Dr. Babasaheb Ambedkar Marathwada University, Aurangabad**

**Quotation opening (Check list) for Academic/Administrative Sections**

Name of the Department/Section**:- Date:-**

Quotation of **:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.**  **No.** | **Name of Firm/company** | **(a)**  Copy/ Receipt of Updated Registration of Business or Shop Act License | **(b)**  GST Registration | **(c)**  Copy of certificate of Authorized Dealer /Distributor/Manufacture/Service Provider | **(d)**  Copy of acknowledgement of Income Tax Return for last financial year | **(e)**  **Any Other Document** | **(f)**  **Accepted/Rejected** | **(g)**  **Remark** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Name of Supplier** | **Signature** | **Sr. No.** | **Quotation Opening**  **Committee Members** | **Signature** |
| 1 |  |  | 1 | Concern Head |  |
| 2 |  |  | 2 | Internal Auditor |  |
| 3 |  |  | 3 | P.C. Member |  |
| 4 |  |  | 4 | Finance & Accounts Officer |  |
| 5 |  |  | 5 |  |  |

**Dr. Babasaheb Ambedkar Marathwada University, Aurangabad**

**Name of Department /Section Date:**

**Purchase/Work Order forwarding Note:**

**Subject:- To issue Purchase/Work order for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We are enclosed herewith proposal for giving purchase order for purchase of **-----------------------------** for your kind perusal, Quotations/Tenders were invited from Dt. ------------ to Dt.-------------------- for the purchase of following items.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.**  **No.** | **Order No.** | **Particular of Order** | **Amount in Rs.** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Total |  |
| Rs.( Inwords) : | | | |

**The checklist for the said purchases :**

|  |  |
| --- | --- |
| **Sr. No.** | **Particulars** |
| 1] | Administrative approvalof Hon’ble Vice-Chancellor |
| 2] | Minutes of Departmental/Administrative Purchase Committee Enclosed- |
| 3] | Purchase by Calling - |
| 4] | Requisition letter send by post/ upload on Uni. website ( copy enclosed) Dated- |
| 5] | No. of Quotations/Tenders received |
| 6] | No. of valid quotations/tenders received with technical/departmental committee report/recommendations. |
| 7] | Attached copy of Technical & Comparative statement signed by Departmental Committee Members with Recommendation |
| 8] | Copy of Suppliers attendance sheet (at the time of quotation opening) |
| 9] | If the cost of above single item of Equipment / Apparatus to be purchased/Services/ Repair is exceeding **Rs**. **3,00,000/- (**Rs.Three lakh), **[**The Copy of Purchase Committee Resolution Enclosed with documents.] Resolution No ---------- & Date---------- |
| 10] | Copy of negotiation letter received from suppliers if any. |
| 11] | 5% Security deposit for 1 Year [for above purchase of Rs. 1 lack] |
| 12] | Agreement made on stamp paper. |

|  |  |
| --- | --- |
| 13] | If the purchase from Sole Manufacturer/Dealer/Wholesaler/Retailer up to 3.00 lack.  Copy of Sole Manufacturer/Dealer/Wholesaler/Retailer Certificate, Estimate cost, certificate of Head as per Annexure-13 (=tÉäMÉ, =VÉÉÇ ´É EòÉ¨ÉMÉÉ®ú Ê´É¦ÉÉMÉ ¶ÉÉºÉxÉ ÊxÉhÉÇªÉ Gò. ¦ÉÉÆJÉºÉ-2014/|É.Gò. 82/¦ÉÉMÉ-III/=tÉäMÉ-4 Ênù. 1/12/2016) Enclosed with documents. **&** The Copy of Purchase Committee Resolution Enclosed with documents. |

**Budget Head:**

It is therefore submitted to the Vice-Chancellor / Finance & Accounts Officer to accord approval for the Purchase orders of amounting to **Rs. ----------------------/-** (**Rs.-----------------------------------------------------------------------------------------------------------)** and allow to place the orders with the concerned Supplier.

**Clerk/Store Keeper**

**Head of Dept./Section**

**Desk Officer**

**(Accounts)**

**Internal Auditor**

**Accounts Officer**

**Finance & Accounts Officer**

**Hon’ble Vice-Chancellor**