

ON NOTE SHEET

-Sub: Proposal for Administrative approval and initial expenditure sanction to initiate Procurement Process (Domestic Procurement/ Foreign Procurement. *strike out which is not applicable)

- 1) Name of Department / Section/Office/ Lab etc. for which required :
- 2) Brief Description of the good(s)/ work : _____

- 3) Detailed Specifications / Tender Documents for inviting quotation / tenders (Place at Flag – ‘A’ in the File, with signature on all pages by the person initiating the Procurement) : Given in Justification for car hiring service
- 4) Tentative and estimated value of Procurement :
- 5) Type of Tendering Process suggested (Market Survey / Limited Tender/ Open Tender/single-Proprietary Item/ DGS&D/ GeM / E-Procurement/ Global Tender Enquiry etc.) : _____

- 6) Name and address of parties to whom invitation for quotation should be sent, in case of Limited Tender/ Single Tender. (Not applicable for Market Survey / Open Tender/GeM / E-Procurement/ Global Tender Enquiry etc.)

- 7) Names of Members of Procurement Committee / Tender-Opening-Cum-Evaluation

Reason for Single Tender/ Proprietary Purchase (if Applicable):

Certified that Specifications are Generic/ Broad and not specific to suit one particular Brand/ Manufacturer (not applicable in case of Proprietary Item and procurement on Single Tender basis). I also declare that the goods requested in this form are searched at <https://gem.gov.in/> and the same are available/ not available in Government e-Marketplace.

**(Signature of the person initiating the note,
with Name, Date, Designation, Dept/ Section)**

HOD of Dept/ Sectional Head

Concerned Dean (if applicable)

Director may kindly accord approval.

Registrar

Director

Indenter/ Sectional Head (if rejected)

Registrar (if approved by Director)