

Central Agricultural Research Institute

Port Blair – 744 101

PURCHASE PROPOSAL FOR PROCUREMENT OF STORES

| Name of the Indenter | | | | | |
|---|--|----------------------------------|----------------|----------------------------|--|
| Name of Items | | Consumable/Non Consumable | | | |
| Out Funded Project Name | | | | | |
| Institute Fund (Indicate Project Name) | | | | | |
| Sl. No. | Name of Items with full specification with SFC Memo Sl. No./project List Sl. No. | Quantity required | Stock Position | Estimated Cost of the Item | Indicate availability of fund & provision in the project (Out funded Project) for the purchase |
| | | | | | |
| Source of availability | | | | | |
| Justification for the procurement | | | | | |
| Whether fresh purchase : Yes / No | | | | | |
| Indicate the period of stocking anticipation consumption | | | | | |
| Signature with Name & Designation of the Indenter | | | | | |

Recommendation with immediate authority (Head of Division / In-charge of the section with specific remarks if any

Name & Designation (with Seal)

Whether the items indicated available in the Central Store : Yes / No

Signature of the In-charge (Store)

Remarks /Recommendation of the Purchase Advisory Committee :

Proposal submitted to the Competent Authority with specific suggestion for approval :

In-charge (Store Procurement)

Administrative Officer

Order of the sanctioning Authority with specific remarks, if any

Approved Not approved

Signature of the Sanctioning Authority
