**Form ‘PC’**

**Agenda Item no……..**

**Agenda for Purchase Committee for Procurement of …………….**

**File No……………………………………**

**Agenda/ Proposal for procurement of following item/ services is placed for consideration of purchase committee:**

Name of item: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Material: *Consumable / Non-Consumable*

Purpose for the Procurement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Particulars** | **Details of Transaction** |
| Indenter’s Department / Section |  |
| Quantity of Items for procurement |  |
| Estimated Cost of Item for procurement |  |

**Budget details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Serial No.** | **Department Name/ Project No.** | **Budget Head** | **Budget Amount** |
|  |  |  |  |
|  |  |  |  |

**Procurement Mode:**

|  |  |
| --- | --- |
| **Mode of Procurement** | **Particulars** |
| 1. Through GeM (Government e-Marketplace) 2. Through CPPP / e-Publishing site 3. Limited Tender Enquiry / 4. Open Tender Enquiry/ 5. Global Tender Enquiry/ 6. Single Tender Enquiry (PAC) / 7. Single Tender Enquiry (Without PAC) | **GeM Availability Report and Past Transaction Summary generated**  **(If procurement through CPPP)**  Description: Product is not available on GeM  Report Id - ………………………………………….. Generated on - …/…/……… |
| Tender / Bid Reference No. – ……………………………….  Date of Publish – .../…./ ………….  Bid Submission Start Date – .../…./ ………….  Bid Submission End Date - .../…./ ………….  Bid Opening Date (Technical) – .../…./ ………….  Bid Opening Date (Financial) – .../…./ ………….  Bid Validity - .../…./ …………. EMD (if any) – Rs \_\_\_\_\_\_\_\_\_\_\_\_\_  Performance Security (if any) – Rs \_\_\_\_\_\_\_\_\_\_\_\_\_  Warranty Period (if any) - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| **Particulars of Transactions** | **Yes / No** | **Appendix** |
| Administrative and Fund Approval for Purchases from Grant-in-Aid / Project Grant / IRG |  |  |
| Approval of constitution of Purchase Committee & detailed specifications of Items |  |  |
| The report of Purchase Committee for single source (Proprietary / AMC / Spare Part / Buy back / Repair etc.) |  |  |
| Tender Enquiry Letter published on CPPP / GeM / e-Publishing Website |  |  |
| The Techno-Commercial Evaluation Report of the Purchase committee |  |  |
| The Financial Evaluation Report of the Purchase Committee |  |  |
| Price negotiation report, if any, with L1 firm by the Purchase Committee and revised Offer received on negotiation. |  |  |

**Procurement Report:**

|  |  |
| --- | --- |
| **Particulars of Transactions** | **Details** |
| No. of bids received within the last date of bid submission |  |
| No. of bids qualified for Financial Evaluation |  |
| Name and Address of Indian Agent / Dealer / Principal firm which has quoted Lowest amount inclusive of all taxes and charges. |  |
| Lowest quoted amount inclusive of all taxes and charges |  |
| Recommendations of the name of Indian Agent / Dealer / Principal firm for the award of contract |  |

(Signature of Buyer / Indenting Officer)

Name of the Faculty / Officer: …………………………………………

Head of the Department