

Proforma for PURCHASE
नया समान खरीदने हेतु माँग पत्र / प्रोफार्मा

Requisition No./माँग संख्या:

Date/दिनांक :

Name of Indenting Section/माँगकर्ता अनुभाग का नाम:

Name of item Indented / माँग की गयी वस्तु का नाम	
Qty. Required / माँग की गयी वस्तु की मात्रा / संख्या	
Brand (make), if any माँग की गयी वस्तु अगर किसी विशेष ब्राँड की चाहिये हो, तो लिखें ।	
Justifications (give proper justification for specific brand, if any) विशेष ब्राँड की माँग / खरीद हेतु उचित कारण लिखें ।	
Specifications* (complete specifications to be indicated) माँग की गयी वस्तु का विस्तार-पूर्वक व्याख्यान करें।	

- i. *In case of indent for machinery/equipments, indenting section should ensure that specifications are approved by the TAC. A copy of such approval must be enclosed with the indent. .
- ii. *In case of raw material/chemicals, indenting section should ensure that specifications are approved by the Quality Control Division. A copy of approved specifications must be enclosed with the indent.

Stock in hand (as on..... (in the section/division) :

Approximate cost of indented items (if available) :

Head/ Officer-in-Charge,
.....Div./Section

Director for prior approval pl.

FOR STORES USE ONLY / भण्डार अनुभाग के उपयोगार्थ

Requisition/Indent received on :

Stock position (as on.....) :

Approximate cost :

Source of procurement : GeM/ LP/ LPC/ Limited Tender Enquiry/Advt. Tender