



UNIVERSITY OF ALLAHABAD

(A Central University)

Proposal Form for Purchase

Date:- _____

(A) Details of the Indenter:

Name of Indenter: _____

Contact no.: _____ Email id:- _____

Department/Centre/etc. of the Indenter (Delivery location): _____

(B) Details of Required Items:

(All the columns are required to be filled)

S. N.	Complete Description of Item* (Use separate sheet if required)	Stock Held As on Date (if applicable)	Quantity Required	Approx. per Unit Price (Rs)	Approx. Total Estimated Price (Rs)
Total Price (approx.) Including GST					

(* Required specifications & Price of items may be checked on www.gem.gov.in)

Purpose & Justification of purchase:
.....
.....

HoD/Principal/Director/Coordinator
Sig with Seal of the Department

Sign of Indenter
Designation.....

(C) Budget Details:

S. N.	Dept/Centre/Project	Budget Head	Amount Sanctioned	Amount Available as on date in the Budget Head

Certified that fund allocation exists for the above amount.

Finance Officer
Sig. with seal

(D) Purchase Officer

Vice Chancellor