

C.M.P. DEGREE COLLEGE
(A Constituent College of University of Allahabad)
Proposal Form for Purchase/ Procurement

Letter / Ref. No **Date.....**

1. Name of Indenter:.....
2. Name of Indenting Unit/Dept:.....
3. Details of Required Items:

S No.	Complete Description/ specification of Item (Use separate Sheet if Required) <i>(Do not mention make and model unless it is a proprietary item)</i>	Stock Held As on Date (if applicable)	Quantity Required	Approx. cost per Unit Price (Rs)	Approx. Total Estimated Price(Rs)
Total Price (approx.)					

(*Required specifications & Price of items may be checked on www.gem.gov.in and/ or any other reliable sources)

- 4. Purpose & Justification of purchase**
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- 5. Suggested Suppliers, if any:**
- | S.No. | Name and complete postal address/ website address | Email | Mobile no. |
|-------|---|-------|------------|
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- 6. Whether items are available in Central Stores: YES/NO** **sign of In-charge Stores**

Convener/ Coordinator **Name & sign of Indenter**
Sign with Seal of the Department **Designation.....**

- 7. Allowed / disallowed for fund allocation**
- Comment of Principal**

Signature of Principal

- 8. If allowed, the file will go to SO-Accounts for fund allocation**
- 9. Budget Details:**

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

- 10. Certified that fund allocation exists for the above amount.**
- Sign of SO-ACCOUNTS**

AA & ES by the Competent Authority	
Chairperson- GB	Principal