

UNIVERSITY OF PUNE

University with Potential for Excellence

Finance & Accounts Department An ISO 9001-2008 Unit

Check List for Proposals Above Rupees Five Lac

To,

Finance & Accounts Officer Secretary, Purchase Committee, University of Pune, Pune 7.

Subject : Proposal for Purchase Committee

Sir,

I am requesting you to place our proposal before Purchase Committee. The details of which are as follows :

1.	Nam	e of Department		
2.		ription of the material / services purchased / obtained		
3.	Admi	inistrative / Financial approval obt	ained	Yes / No
4.	Budg	get Head		
	Budg	get Provision & Balance		
5.		chases are being made out of t, Funds are received		Yes / No
6.	Provi comp	isions of Circular No. 381 are blied		Yes / No
7.		parative statement along with the ls of purchases / services are osed.		Yes / No
8.		se imported material / goods / oment		
		Print out of Manufacturing Price I from web site has been obtained		Yes / No
	b.	Details of Dollar price to US university has been enclosed	•	Yes / No
	C.	In case of other foreign currency home price for educational institutions has been enclosed.		Yes / No
	d.	Custom Duty Exemption is being availed.		Yes / No

9.	Amount	FOB	CIF	Rupees
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(Note : As far as possible order should be placed at FOB Price & CIF should be paid at actual in rupees)

10.	Name of the clearing agent	
11.	Name of the Indian Agent / Delar their commission in Rupees	
12.	Mode of Payment	Letter of Credit / Sight Draft
(Note	e : As far as possible should be made	through Letter of Credit)
13.	 In case of purchases to be made within India <u>a) Sales Tax</u> i) If it is first sale, whether the tax has been separately shown in quotation. ii) Whether I Form (for scientific instrument) is applicable. iii) In case of second sale, whether the price quoted is inclusive of sales tax <u>b) Excise Duty</u> i) Whether Excise Duty exemption is being availed. 	Yes / No Yes / No
	ii) If not specify the reason	

c) Octroi Duty

i) Whether Octroi Duty exemption is be availed.	ing Yes / No
ii) If not specify the reason	

DFU

In-Charge	Supervisory Officer	Project In Charge	Head of the Dept.	
(Note : Purchase Committe	Order should be prepared o	only after the sanction o	of the Purchase	

REMARKS OF FINANCE & ACCOUNTS OFFICER AND SECRETARY, PURCHASE COMMITTEE.

Remarks of Finance & Accounts Officer and Secretary, Purchase Committee.

Date of Purchase Committee	:
Final Price	:
Name of the party decided by Purchase Committee	:

To, Head of the Department,

Please prepare the Purchase Order as per sanction of Purchase Committee.

Finance & Accounts Officer & Secretary, Purchase Committee