



Savitribai Phule Pune University

Finance & Accounts Department

Check List for Proposals above Rupees Five Lac

To,
Finance & Accounts Officer
Secretary, Purchase Committee,
Savitribai Phule Pune University, 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. Name of Department -----
2. Description of the material / Services to be purchased / obtained -----

3. Administrative / Financial approval obtained Yes / No
4. **Budget Head** -----
Budget Provision & Balance -----
5. If purchases are being made out of Grant, Funds are received Yes / No
6. Provisions of Circular No. 381 are complied Yes / No
7. Comparative statement along with the details of purchases / services are enclosed. Yes / No
8. In case imported material / goods / equipment
 - a. Print out of Manufacturing Price List 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

(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 : As far as possible should be made through Letter of Credit)

13. In case of purchases to be made within India

a) Sales Tax

- i) If it is first sale, whether the tax has been separately shown in quotation. Yes / No
ii) Whether I Form (for scientific instrument) is applicable. Yes / No
iii) In case of second sale, whether the price quoted is inclusive of sales tax. Yes / No

b) Excise Duty

- i) Whether Excise Duty exemption is being availed. Yes / No

ii) If not specify the reason -----

c) Octroi Duty

- i) Whether Octroi Duty exemption is being availed. Yes / No

ii) If not specify the reason -----

DFU

In-Charge

Supervisory Officer

Project in Charge

Head of the Dept.

(Note : Purchase Order should be prepared only after the sanction of the Purchase Committee)

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

Date of Purchase Committee	:	<hr/>
Final Price	:	<hr/>
Name of the party decided by Purchase Committee	:	<hr/> <hr/>

To,
Head of the Department,

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

**Finance & Accounts Officer &
Secretary, Purchase Committee**
