



INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

Continuing Education

FINAL PURCHASE PROPOSAL FORM

School/Centre/Section:

FUND: OPERATING/EQUIPMENT

PURCHASE: INDIGENOUS/FOREIGN

Requisition No.:

Date:

1. Item to be purchased :
Approximate Value of the purchase as in Rupees :
a) Is routine purchase procedure followed :
b) Is the item available on the Institute rate contract :
(If yes, mention the rate contract No. & Date) R/C No. :
Is the item being purchased of proprietary nature :
(if yes, please provide proprietary nature certificate) :
2. Whether the purchase proposal has been adjudicated :
By the School Purchase Committee :
i) Work Order to be placed on : **M/s.**

ii) Dealer name of the :
Principal to whom the order will be placed &
address of the Indian Dealer :
3. Validity of the offer :
4. Terms of payment: (pl. put a ✓ mark)
Indigenous: Payment may be made through RTGS /NEFT
Foreign: Letter of Credit/Sight Draft*/ Advance Demand Draft*/ Wire Transfer*

Indenter/PIC

Approved

Signature of HOD/HOS/HOC/Prof. in charge