

V.O. CHIDAMBARANAR PORT TRUST**Check list for Final Approval - procurement function**

1. Name of the indenting department :
2. Brief description of items :
3. Operational area which require the stores :
4. Previous year quantity ordered :
5. Previous order during (month/year) :
6. Whether it is a stock item ? if so, planning note :
/consumption details for the last 3 yearsseparate
sheet
to be attached
7. Rate during previous order (Rs./per unit) :
8. Current year so far ordered quantity :
9. Present quantity proposed :
10. Present rate (Rs./ unit) :
11. Total value of Purchase Proposal :Rs.
12. Validity expires on :
13. Head of account /Name of work :
14. a)Available BE/RE :Rs.
b)Expenditure incurred upto..... :Rs.
15. In case of spot purchase due to urgency,
justification may be specified :
16. Is it a proprietary basis purchase :
17. If so, specific justification and proprietary article
certificate by the indenting officer should be placed
in the file and page no. :
18. Whether limited tender /open tender :
19. If open tender , name of news papers in which
advertisements were published :

20. Date of advertisement :
21. If limited tender, Chairman's approval was obtained :
at note page number :
22. Whether the NIT is published in web site :
23. Number of firms to whom **enquiries** were sent by :
registered post /speed post :
24. Number of firms from whom quotations received :
25. Name of the firm(s) on whom orders are proposed to :
be placed with the value of order Rupees :
- a) :
- b) :
- c)..... :
- :
- Total: :
26. The final recommendation is based on :
- a) Standing Tender Committee :
- b) MM Division's evaluation :
- c) Indenture's specific recommendation :
- d) Others -pl. specify. :

A.E/Stores

EE/Stores

SE/Mech.II

Dy.CME

CME

FINANCE DEPARTMENT

- a) Finance Department concurred : Note sheet page number
- b) Administrative approval obtained: Note sheet page number
- c) Special remarks if any :

Approval of.....is required for the purchase of
.....listed in SI.No.2 at a total cost of Rs.....
as per item no.....of delegation of powers.

JAO/AO (M) Sr.A.O.

DY.CAO

FA&CAO

CME

PROPRIETARY ARTICLE CERTIFICATE

(To be given by the indenter)

- (I) The Indented goods are manufactured by M/s.
- (II) No other make or model is acceptable for the following reason
- (III) No other supplier is available to supply the above goods.
- (IV) Concurrence of Finance Wing to the proposal vide
- (V) Approval of the Competent Authority vide

(Signature, date and designation of indenting Officer)