**Visvesvaraya National Institute of Technology, Nagpur**

**Department -** ……………………………

**Indenter name -** ………………………..

**Grant –** Project / Institute

**Purpose** – Research / Non Research (needed for claiming concessional GST i.e. 5%)

**Purchase Recommendation note**

**NOTE**

**Sub –** VNIT Quotation / Tender enquiry for ………………………………………….

Enquiry ref No. …………………………………………. Date……...

Enclosed herewith the duly signed comparative statement, quotations, indent note with necessary documents in respect of aforesaid subject enquiry for ……………………………………………..

As recommended by committee, please issue purchase order to a **lowest bidder (L1)**, details below,

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S N** | **Name of Firm (L1)** | **Goods description & Specifications** | **Qty** | **Per unit Price** | **Total Price** |
| 1 |  |  |  |  |  |
| GST Amount | | | | |  |
| Total Price incl of GST | | | | |  |

Amount of Financial approval: ……………….

Debit grant: ……………….

**Final Offer Price (Incl. GST):** ……………….

Signature of Indenter

To,

Joint Registrar – Stores

**Visvesvaraya National Institute of Technology, Nagpur**

**Department -** ……………………………

**Indenter name -** ………………………..

**Grant –** Project / Institute

**Purpose** – Research / Non Research (needed for claiming concessional GST i.e. 5%)

**Indent note**

**NOTE**

**Sub –** Procurement of ………………………………………….

Kindly invite quotation / tender enquiry for the goods as per description below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S N** | **Goods description** | **Specifications** | **Qty** | **Estimated cost** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| Total estimated cost | | | |  |

**Enclosed** –

1. Financial approval for amount Rs ……………………….
2. Sheet for goods title & its specifications
3. Certificate for concessional GST (needed in case of research purpose goods)

Sign of Indenter

Department seal

To,

Joint Registrar – Stores

***Note*** *– Any additional / special terms/conditions to be included in enquiry may please be given separate sheet.*