

**On the Department
Letter Head**

Ref No. :

Date :

To,
The Hon'ble Vice Chancellor,
Chairman, Purchase Committee,
University of Pune, Pune – 411 007

**Sub : Approval for Minutes of Technical & Advisory Committee for items
below Rs. 5 Lakh**

Dear Sir,

Please find enclosed Minutes of the Technical & Advisory Committee for the following items.

Sr. No.	Name of the Party selected	Name of the Item/s	Amount of proposed Purchase Order	Taxes (Inclusive / Exclusive)
1.				
2.				
3.				
4.				

Kindly approved the Minutes on behalf of Purchase Committee.

Head of Department

In charge C.F.U. / D.F.U.

Asstt. Finance Officer

Finance & Accounts Officer

Hon'ble Vice-Chancellor

Encl. : 1) Minutes of the Technical & Advisory Committee
2) Approval of Hon'ble Vice-Chancellor for Technical & Advisory Committee.
3) All necessary papers (e.g. Comparative Statement, Quotation, Enquiry letter, financial & administrative approval etc.)

On the Plain Paper

Minutes of the Technical & Advisory Committee

- 1) Present Members
- 2) Brief background of the items to be purchased.
- 3) Summary of the discussion.
- 4) Decision of the Technical & Advisory Committee along with justification
Covering following information.
 - a) Sr. No.
 - b) Name of the Equipment / Material / Service
 - c) Name of the Party
 - d) Quantity
 - e) Rate
 - f) Amount (Please specify any charges extra)
 - Purchases within India – in Rs.
 - Purchases outside India - Price in foreign currency
 - Please specify CIF or FOB price
 - g) Budget Head

Signatures of Members