

Ref No.: Date:

To,
The Hon'ble Vice Chancellor,
Chairman, Purchase Committee,
Savitribai Phule Pune University, Pune- 411007

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.

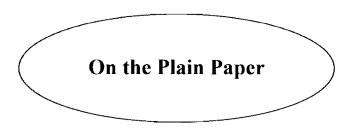
Asstt. Finance Officer

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.)



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