

Material Management Section

Dt: _____

Sub: Pre-audit of Purchase Proposal

The Purchase proposal with the following information is furnished herewith for reference.

- i. Indent No _____ Dated-_____ for procurement of-_____
- ii. Type of Item Indented: **Equipment/ Furniture/Consumable/Accessories/Service/Other**
- iii. The estimated value of the indent is Rs. _____
- iv. The mode of tendering adopted : _____
- v. **Published : Website/CPPP/Newspaper**
- vi. No. of time tender floated: _____
- vii. Offers received within due date and time: _____
- viii. No. of Responsive Bids: _____
- ix. Compliance to EMD/Bid Security(in case of Indents above ` 5 Lakhs)- _____
- x. No. of offers found Technically Acceptable by Indentor- _____
- xi. **Technical Evaluation Committee Report:** _____
- xii. Price Bid Opened on: _____
- xiii. Total bids considered for price bid evaluation: _____
- xiv. **Purchase Committee Report:** _____
- xv. The lowest evaluated offer is from _____
- xvi. Final landing price at IITl _____
- xvii. Mode of Payment by the selected firm:
- xviii. Any other specific Terms and Conditions: _____

The proposal may please be **pre-audited**.

Manager

D.R.-M.M.

D.R. (Audit)