



भारतीय प्रौद्योगिकी संस्थान इंदौर
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PURCHASE COMMITTEE REPORT

Reference No: _____

Date: _____

Constitution of the Committee:

The purchase committee has been constituted with the following members for Procurement/Supply /Service of _____

1. _____ Designation: _____ (_____ Dept.) , Convener
2. _____ Designation: _____ (_____ Dept.), Member
3. _____ Designation: _____ (_____ Dept.), Member

 Head of Dept./Approving Authority

COMMITTEE RECOMMENDATION

- Valid and responsive quotations/bids were received.
- Bids/quotes were technically found acceptable.
- Bids were considered for Financial/ Commercial comparison.

Committee has scrutinized/evaluated all quotations/bids with reference to the tender terms & conditions.

Comments/Recommendation	

The total financial implications will _____

In words _____

 (Name, Designation & Signature of member)

 (Name, Designation & Signature of member)

 (Name, Designation & Signature of Convenor)