**NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH**

FORM – IV

**Department -** ……………………………

**Indenter name -** ………………………..

**Grant –** Project / Institute

**Purchase Proposal Note**

**NOTE**

**Sub –** NITANP Quotation / Tender enquiry for …………………………………………. Date:

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 the Institute Purchase Committee, please issue purchase order to the **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: ……………….

Head of Account: ……………….

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

**Signature of Indenter Head of the Department/Section**

To:

**Material Management and Disposal Section**

Copy To:

CFA