

**Local Purchase Committee Minutes**

Indent No.		Indent Date	
Name of the Indenter		PF No	
Dept./Office/Section		Designation	
Email			
Type of Item (Tick one)	<input type="checkbox"/> Non-Consumable <input type="checkbox"/> Limited Time Asset <input type="checkbox"/> Consumable <input type="checkbox"/> Services		
Description of the Goods / Service		Quantity	
Service Start Date		Service End date	

Name of the Bidder / Vendor	Amount Without Taxes (After Discount)	Taxes (GST)/Duties	Total Price	Other Charges (Inclusive of GST)	Total Amount	Rank
M/s						
M/s						
M/s						

With reference to the above, Local Purchase Committee evaluated and found M/s _____ as L1 among all quotations received for this purpose.

Recommended for the Order to be placed upon		
Vendor / Supplier Name	Vendor / Supplier Address with contact details	Total amount
M/s.		

"Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned."

Signature	Signature	Signature
Name: Designation Dept.	Name: Designation Dept.	Name: Designation Dept.