

**PURCHASE PROPOSAL PROFORMA**

**(for DIRECT, L1 PROCUREMENT THROUGH GEM PORTAL)**

*Doc.No.C&P/PP/001/R0 dt. 03.05.2024*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

Date**:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **INDENTING DIVISION** |  |  | |
|  | **MATERIALS DETAILS** |  |  | |
|  | Description of the material |  |  | |
|  | Material Code |  |  | |
|  | Unit of Measurement |  |  | |
|  | Population |  |  | |
|  | **STOCK DETAILS** |  |  | |
|  | Stock at Site |  |  | |
|  | Stock at Stores |  |  | |
|  | **PENDING Indent/PR/Enquiry/PO** |  |  | |
|  | Pending Indent/PR and Qty |  |  | |
|  | Pending Enquiry and Qty |  |  | |
|  | Pending PO and Qty |  |  | |
|  | Previous PO details |  |  | |
|  | **CONSUMPTION PATTERN** |  |  | |
|  | Consumption pattern for the  Past five Years |  | **Year.** | **Quantity Consumed** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  | **QUANTITY** |  |  | |
|  | Quantity to be purchased |  | |
|  | Expected life of the item |  | |
|  | **Justification for Indented Qty.**  (Separate sheet may be attached, if required) |  | |
|  | **DELIVERY SCHEDULE** |  | |
|  | Probable date by which the material is required. |  | |
|  | Probable date by which the material will be consumed. |  | |
|  | Recommended Delivery Schedule (in days)  (15 days by default, if more than 15 days required reason to be provided)  (EOT without LD will be issued after expiry of default delivery schedule) |  | |
|  | **ESTIMATE.**  (Refer clause no.4.2 &4.3 of Purchase manual for guidelines for estimate preparation) |  | |
|  | **Estimated Cost (Rs.)**  **(NB:** to be arrived from rates in GeM portal) |  | |
|  | **BUDGET PROVISIONS** |  |  |
|  | Budget Type (tick) | **REVENUE** | **CAPITAL** |
|  | Budget Provision |  |  |
|  | Amount spent |  |  |
|  | Balance Available |  |  |
| **K.** | **PROCUREMENT POLICY COMPLIANCE** |  |  | |
|  | **MSE Reservation**: This procurement is reserved for purchase from Micro and Small manufacturers of the proposed products  ( Yes / No ) |  |  | |
|  | **MII Reservation (Local Content):** Procurement under this bid is reserved for purchase from Class 1 local suppliers  ( Yes / No ) (EV>5Lakhs) |  |  | |

Since GeM portal is dynamic in nature and the carted item rate is valid only for 10 days, approval from competent authority is requested to place PO if the total revised value of the particular item(s) in GeM portal is within +5% of the approved value (restricted to within 10 lakhs).

**Signature of the Indenter HOD/Indenting Division**