

EMERGENT PURCHASE

(For purchase of goods valuing **more than Rs. 5 Lacs up to Rs. 25 Lacs** to be furnished by Sub- Committee)

1. The consequences of non-availability of the item(s)
.....
.....
2. Certified that the total procurement/purchases has made under budget head:.....
(Equipment/ consumables) from the Project No. :during this financial
year under the Emergent Purchases are for Rs.
The funds are available under the above project to make the proposed emergent purchases.
3. **It is certified** that the procurement/repair was very urgent and immediate nature which
necessitated such emergent purchase/ repair.

Signature of the Indentor
with Date

**Signature of Co-Indentor/
Alternative Person** with Dt. ...

Signature of Project Leader/ PI
with Date

Name & Signature of HOD with Date

Approved / Not Approved

Director

Purchase Section

Purchase Committee (PC)

EMERGENCY PURCHASE CERTIFICATE

“**Certified that we**, the members of the Emergent Purchase Committee are jointly and individually satisfied that the goods recommended for purchase under emergent Purchases 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. **Accordingly we enclose the quotation no.** **dated** of firm namely **M/S** **for placing Purchase Order.**

OR

Certified that we, the members of the Emergent Purchase Committee are jointly and individually satisfied that the goods purchased under Emergent Purchases are of the requisite specification and quality and have been purchased from a reliable supplier at a reasonable price. **Accordingly we are enclosing bill/ cash memo/ invoice no.** dt. of firm namely **M/S**

Signatures of members	(Indentor)	(Representative of Stores & Purchase)	(Representative of Finance & Accounts)
Name:			
Desig.:			
Date:			

Sanctioned a sum of Rs. (Rs.)
under B. Head of Project No. :

Signature of Indenting Officer
 Date:.....

Signature of Reporting Officer/ Supervisor[#]
 (#As Applicable) Date:.....

Signature of the Sanctioning Authority/ Project Leader
 Date:
 Name & Designation: