

Annexure-1
Recommendation by Purchase Committee

Purchase Proposal Approval No. & Date:

Members of duly constituted (local) Purchase Committee by the competent authority are:			
	Name	Designation	Department
Member-1			
Member-2			
Member-3			

Request for Quotations were made by email / phone / post / in person to more than three vendors on (NIQ No....., if any)

Quotations were received from	
Vendor No.	Name of the Vendor
Vendor-1	
Vendor-2	
Vendor-3	
Vendor-4	
Vendor-5	

COMPLIANCE TO NIQ TERMS

Sl. No.	Conditions for acceptance/ Vendor	Vendor-1 Yes/No	Vendor-2 Yes/No	Vendor-3 Yes/No	Vendor-4 Yes/No	Vendor-5 Yes/No
01	EMD submitted					
02	PBG (assured to submit PBG)					
03	Payment term complied					
04	Delivery term/period complied					
05	Door delivery complied					
06	Warranty period complied					
07	Manufacturer certificate provided					
08	Dealership / distributorship certificate (in case of dealers/agents) provided					
09	Literature: Printed Literature provided					
10	ISO/ ISI certification provided					
11	Sales Service :Availability of after Sales Service in India(preferably in Guwahati) provided					
12	CST/VAT number enclosed					
13	Service tax Registration No. and PAN No. provided					
14	Validity period of Rate /quotation complied					
15	AMC RATE :Rate of AMC after warranty period(in %) provided					
Accepted/Rejected:						

Note: In case any term mentioned above is not complied by a vendor but the Purchase Committee would like to go ahead, recommendation to this effect with valid and justifiable reasons must be provided for consideration and advice of the competent authority.

TECHNICAL COMPARISON STATEMENT

Our (NIQ) Specifications	VENDOR-1 (Vendor-1 Name)	VENDOR-2 (Vendor-2 Name)	VENDOR-3 (Vendor-3 Name)	VENDOR-4 (Vendor-4 Name)	VENDOR-5 (Vendor-5 Name)
Specification 1					
Specification 2					
.....					
.....					
.....					
.....					
Specification n					
Remarks					
Technically Qualified/ Not Qualified					

PRICE COMPARISON STATEMENT (Among Technically Qualified Quotations)

	Qty.	VENDOR-1 (Vendor-1 Name)	VENDOR-2 (Vendor-2 Name)	VENDOR-3 (Vendor-3 Name)	VENDOR-4 (Vendor-4 Name)	VENDOR-5 (Vendor-5 Name)
Make & Model:						
Total Ex-Works Value						
Less: Discount						
Net Total Ex-Works Value						
Packing, Forwarding Charges						
Taxes & Levies						
Grand Total Value						
Remarks		L	L	L		

RECOMMENDATION

Based on price comparative statement it is found that M/s..... (Vendor Name) quoted the Lowest Price of Rs..... (including taxes, etc.), vide their quotation No.(Quotation No.), for Model:(Model Name), Make:(Make Name).

Therefore the purchase committee recommends purchase of(item name), from M/s(Vendor Name), as per details mentioned in Annexure-1-A.

Signature:			
Purchase Committee:	Member-1	Member-2	Member-3

ANNEXURE -1- A

TECHNICAL SPECIFICATION AS PER QUOTATION OF RECOMMENDED VENDOR

Technical Specification of the(item name), recommended by the purchase committee to be purchased from M/s..... (Vendor Name), vide quotation no.....
(recommended vendors quotation no.*), dated, is as mentioned below:

* In case of online shopping, Please download the specification and attach.

Sl. No.	Description	Quantity
01	Item Name: Make: Model: Description: Details description of the item as mentioned in the quotation of recommended vendor.	
02	
	Optional accessories (if required)	
a.	Item Name: Make: Model: Description: Details description of the item as mentioned in the quotation of recommended vendor.	
b.		

Signature:			
Name:			
Purchase Committee:	Member-1	Member-2	Member-3