**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** | **Vendor-2** | **Vendor-3** | **Vendor-4** | **Vendor-5** |
| Yes/No | Yes/No | Yes/No | Yes/No | 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 | V**alidity period of Rate** /quotation comlied |  |  |  |  |  |
| 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 |