

Visvesvaraya National Institute of Technology, Nagpur

Department -

Indenter name -

Grant – Project / Institute

Purchase Recommendation note

NOTE

Sub – VNIT Quotation / Tender enquiry for

Enquiry ref No.Date.....

Please find enclosed herewith comparative statement, quotations, purchase requisition note along with necessary documents in respect of subject enquiry.

As recommended by committee, please issue purchase order to a **lowest bidder (L1)**, details below,

S N	Name of Firm (L1)	Goods description & Specifications	Qty	Per unit Price	Total Price
1					
GST Amount					
Total Price incl of GST					

Amount of Financial approval:

Debit grant:

Final Offer Price (Incl. GST):

Signature of Indenter

To,

Joint Registrar – Purchase & Stores