**Foreign Purchase Approval Form**

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|  | ***Section I*** | | | | | | | | | |
|  | Name of the Department | | |  | | | | | | |
|  | Indicate whether quotations/tenders/Pro-forma Invoice have been obtained. | | | | | Yes |  | | No |  |
|  | If “Yes” | | Copy of the letter with the specifications requesting quotations/tenders/Pro-forma invoice is attached | | | Yes |  | | No |  |
| Originals of corresponding quotations/tenders/Pro-forma invoice received are attached. | | | Yes |  | | No |  |
|  | Supplier Details *(List of details of foreign suppliers from whom quotations were obtained)* | | | | | | | | | |
| No. | Name of the Supplier | | | Pro-forma Invoice No. | | | Date | | |
|  |  | | |  | | |  | | |
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|  | ***Section II (Applicable only for Single Sourcing)*** | | | | | | | | | |
| 2.1  2.2  2.3  2.4  2.5 | Justification from the End User for the purpose of use of Software/Equipment.   1. ................................................................................................................................................. 2. ................................................................................................................................................. 3. ................................................................................................................................................. 4. ................................................................................................................................................. 5. .................................................................................................................................................   Reason for single source  ..............................................................................................................................................................  Name & Address of single source supplier.  .............................................................................................................................................................  .............................................................................................................................................................  Cost estimation supported by a quotation from single source supplier.  Please also attach a copy of Manufacturer Authorization/ Propriatory Certificate.  ..................................................... ...........................................................................  Signature of End User & Date Signature of Head of the Department & Date. | | | | | | | | | |
|  | ***Section III (Recommendations)*** | | | | | | | | | |
|  | Dean/Faculty of …………………………………………………….  I recommend the foreign purchase of the above equipment(s)/item(s) amounting to ………………………………………….. (total amount in relevant foreign currency) from M/S…………………………………….. as indicated in the schedule given overleaf.  Signature of the Head of the Department Date | | | | | | | | | |
|  | Vice-Chancellor  I recommend the foreign purchase of the above equipment(s)/item(s) as recommended by the Head of the Department.  Signature of the Dean of the Faculty of ……………………………. Date | | | | | | | | | |
|  | ***Section IV (Approval for Processing)*** | | | | | | | | | |
|  | Deputy Bursar/Supplies  Approved/Recommended to obtain approval of the Procurement Committee with the recommendation of the Technical Evaluation Committee.  Signature of the Vice-Chancellor Date | | | | | | | | | |

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