

**BIHAR ANIMAL SCIENCES UNIVERSITY****Bihar Veterinary College Campus, Patna-800 014****Proforma for Sending Demand for the Purchase of Items to Central Purchase Office/ O/I- Purchase**

S. No.	Details	
1.	Name of Indenter:	
2.	Unit/division of Indenter:	
3.	Name of items/goods:	
4.	Quantity required:	
5.	Present availability in the unit/section:	
6.	Previous purchased date of similar item/goods in past 2 years:	
7.	Justification for increase/demanded: (Attach annexure, if require)	
8.	Estimated cost per unit and total cost in INR:	
9.	Availability of funds: (Mention source, amount & expenditure head as per university format)	
10.	Detail Specification (point wise): (Attach annexure, if require. In case of bids, it must be countersigned by Controlling Officer with a note that "the specification prepared for the said equipment/item is generic in nature")	
11.	Name of probable suppliers, if known:	
		Signature of Indenter with date
	Forwarded / Not Forwarded	
		Signature of Controlling Officer with date
	The indented item is Available / Not available in stock.	
		Signature of Store In-charge with date
12.	Purchase method:	
13.	Remarks, if any:	
		Signature of Central Purchase Officer / O/I- Purchase

No.:.....

**Controlling Officer/ HoD**

Dated...../...../.....

Forwarded to the Central Purchase Officer, BASU, Patna/ O/I- Purchase, BVC/SGIDT/CoF for the purchase of items/goods given in the above proforma.

**Controlling Officer/ HoD**