**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**

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| **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 |
| **Controlling Officer/ HoD**No.:…………….. 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** |