

RABINDRA MAHAVIDYALAYA

PURCHASE BELOW 10,000 CEILING

Name of the Department/Sub-committee/Office:..... Date:.....

Vendor 1:.....Contact No:.....

Vendor 2:.....Contact No:.....

Vendor 3:.....Contact No:.....

| Sl. no. | Item | Quantity | Company With specification | Comparative statement (Price/Rate inclusive GST) | | | Remarks |
|--------------|------|----------|----------------------------|--|----------|----------|---------|
| | | | | Vendor 1 | Vendor 2 | Vendor 3 | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total | | | | | | | |

Supplier's Address:

.....
.....

The above recommendation for issue of the **Work Order** by the college authority is hereby forwarded.

This item is urgently required for the department and its supply is to be made within days from the receipt of work order.

Rate offered by the aforementioned supplier is appropriate and reasonable.

**Head of the Department/
Conv. of Sub-committee/Office Super**

Endorsed by:

Principal

Purchase Convener/ Jt. Convener

Documents for the use of:

1. Purchase File 2. Office/Principal's Copy 3. Departmental Copy