

**SUMMARY SHEET FOR FINAL APPROVAL**

1. Name of the indenting department :
2. Brief description of items :
3. Operational area which require the stores :
4. Previous year quantity ordered :
5. Previous order during (month/year) :
6. Rate during previous order (Rs./per unit) :
7. Current year so far ordered quantity :
8. Present quantity proposed :
9. Present rate (Rs./ unit ) :
10. Total value of Purchase :
11. Validity expires on :
12. Head of account /Name of work :
13. Whether limited tender /open tender :
14. If open tender , name of news papers in which  
advertisement were published :
15. Date of advertisement :
16. If limited tender, Chairman's approval was  
obtained :
17. Number of firms to whom quotations were  
sent :

18.Name of the firm(s) on whom orders are proposed to be placed with the value of order:

a) .....

b) .....

c).....

Total :

.....  
.....

19.The final recommendation is based on

a) Standing Tender Committee

b) MM Division's evaluation

c) Indenture's specific recommendation

d) Others -pl. specify.

A.E./MARINE  
MECHANICAL

EE/MARINE  
MECHANICAL

SE/MARINE  
MECHANICAL

CME

.....

- 1. Has the Finance Department concurred :
- 2. If not, reasons therefor :
- 3. Special remarks if any :

Approval .....is required for the purchase of .....

.....listed in S1.No.2 at a total cost of Rs.....

as per item no.....of delegation of powers.

JAO/AO /M

DYFA&CAO

FA&CAO

CME/DC

DY. CHAIRMAN

CHAIRMAN