FORMAT

The fo	llowing i	tems to be	ordered to tl	ne following firm					
Name of the Firm									
Please	tick								
Chemi	cals		Glassware Animal						
Sl.No	CAS No.	Product Code	Item	Manufacturer*	Unit Price (Rs)	Qty required	Amount (Rs)	Page No.	
Total Rs							:		
						Discount : Amount after discount:			
	2 *]	Company Purchase or	Price list ders to be su	ealership Certificato ubmitted separately RL chemicals it sho	from ind				
Signature of DMC Members Signa						ture of the Chairman, DMC in			
-							er		
						Certified that the above items approved in the DMC meeting held			
					on				

RESOLUTION:

- 1) The purchase Committee meeting held on 11/05/2023 at 2.30 pm found that the purchase orders prepared by the departments and centers are in different format and also not prepared properly. Therefore, it was decided that a purchase proposal format be used after getting approval from the competent authority of Dibrugarh University.
- 2) The purchase committee members also felt that the purchase rule is silent for purchase of live animals and therefore the same should be included in the purchase rule.
- 3) The purchase of items like cotton roll, tissue paper, and other items where getting manufacturers price is difficult the department/ center may purchase it from the department/ center's imprest money with Registrar's approval.