

**Proforma for Demand under SOE – M&S (M&S Means items as Dual Desks , Students Furniture , Sports & Science Lab Material consumable)**

**Financial Year 2015-16**

Sr. No.	Name of Institution	Name of Treasury & Try. Code	DDO Code	Name of DDO	Tel. No. & Mobile No. of DDO

**Bank details in respect of supplier from whom the items are proposed to be purchased:-**

Sr. No.	Name of Bank	Address of Account Holder	Account No.	IFSC Code No.
1				

**1. STUDENT STRENGTH :-**

Sr. No.	Class	Student Enrollment	Remarks if any
1	9 <sup>th</sup>		
2.	10 <sup>th</sup>		
3.	10+1 (Arts)		
4.	10+2 (Arts)		
5.	10+1 (Non-Medical )		
6.	10+2(Non-Medical)		
7.	10+1(Medical)		
8.	10+2(Medical)		
9.	10+1 (commerce)		
10.	10+2 (commerce)		
	Total		

**2. DETAIL OF AMOUNT SANCTIONED BY DEPARTMENT DURING LAST TWO YEARS :-  
(If any amount is sanctioned from funds be indicated)**

Sr. No.	Financial year	Amount	M&S	M&E	RMSA	other	Purpose	Remarks
1.	2013-14							
2.	2014-15							
	Total							

3. Stock Position as on date :- \_\_\_\_\_

Sr. No.	Items (each item shall be in separate line)		Stock Register page No	Required		Remarks with stock position whether serviceable or Unserviceable as well as reasons for additional demand
	Name of Item	Quantity available as per stock register		Name of item	Qty.	

(NOTE- Separate Sheet be used for each requirement i.e. Dual Desks, Office Furniture, Library Furniture, Sports items & Science items)

4. Detail of Proforma invoice as per requirement mentioned in column No. 3.

Sr. No.	Particulars	Rate	Qty	Amount	Proforma Invoice No. & Date	Whether items are purchased on rate contract / Govt. Agency or not	If not reason be explained
	VAT %						
	Total						

(Proforma invoice should be signed by the DDO with seal and members of Purchase Committee)

Information filed by :-

Name \_\_\_\_\_ Designation. \_\_\_\_\_

Checked by :-

Name \_\_\_\_\_ Designation. \_\_\_\_\_

Dated : \_\_\_\_\_

Signature of DDO

Place \_\_\_\_\_

(Seal)

Recommendations of Purchase Committee duly constituted by the Director Higher Education vide Office Order No. EDN-HE(4)3(C) Budget 2014-15 Dated 19<sup>th</sup> August, 2014.

Certified that we, the following members of the purchase committee have jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.

1. Name, Designation and Signature of Member \_\_\_\_\_

2 Name , Designation and Signature of Member \_\_\_\_\_

Dated :-

Place :-

Signature of Principal

(Seal)