

No. EDN-HE(4) C (5) 1/2019  
Directorate of Higher Education  
Himachal Pradesh.

Dated: Shimla-171001 19 December, 2019.

To

The Principal,  
All Govt. Colleges,  
Himachal Pradesh.

**Subject: Performa for Purchase in Govt. Colleges.**

In supersession to the letter No. EDN-H (4)3(C) Budget sanctions-2015-16 Dt. July 2015, please find enclosed herewith preforma for purchase of all types of items through GeM/outside GeM (if not available on GeM). All the Principals of Govt. Colleges are directed to submit their proposal for purchase on the enclosed prescribed Performa along with all the relevant documents as mentioned therein. Incomplete proposals will not be entertained and will be rejected without intimation

*Soni*  
Director Higher Education  
Himachal Pradesh

Endst. No. Even Dated: Shimla-171001. The 19 November, 2019  
Copy to:- *Dec*

1 Incharge, IT Cell (Internal) to upload the same on Department website.

*[Signature]*  
Director Higher Education  
Himachal Pradesh

## Performa for purchase in Colleges

Name of Institution	DDO code/Try code	Students strength	Name of item	Amount	Previous stock from any source	Stock register page No.	Whether available on GeM or not (Certified as under)
		B.Sc. (Med)					
		B.sc ( N-Med)					
		BA					
		B.Com					
		Others (specify)					

- Proceedings of purchase committee and justification of demand. (attached yes/no)
  - Comparative statement on GeM portal where required as per GeM instructions. (attached yes/no)
  - Print page of the item to be purchased from GeM portal. (attached yes/no)
  - Any other relevant document
  - Whether available on GeM portal or not, if not certify as below:-
- Certified that above item(s) are not available on Gem Portal. Print of screen is attached.

Signature with name & design. (Committee members) as notified vide letter No. EDN-HE (4) C (5)1/2019- Dated 21-11-2019

1....., 2....., 3....., 4....., 5.....

Signature of Department Head (Concerned subject) with his recommendation.

**Counter signature (Principal)**