

PROPRIETARY/SINGLE QUOTE CERTIFICATE

Name of the Indentor :Date of Indent.....
Brief description of items/job work mentioned in the indent/work requisition form :

PART 'A' (Specific make & Single Vendor)

(To be filled in only if item is of specific make & quotation to be obtained from one single vendor)

The equipment / items indented is of
Make only, hence quotation to be got only from M/s.
for the following reasons *

PART 'B' (Single make & Multiple Vendors)

(To be filled in only if item is of specific make & enquiries are to be sent to multiple vendors)

The equipment / items indented should be of
Make only, however enquiry can be sent to any vendors for the following reasons *

PART 'C' (Single Vendor for Job Works)

(To be filled in when job to be done by a specific vendor)

The job to be done only by because of the following reasons *

*** Reasons :**

- i)
- ii)
- iii)

Price Reasonability Certification for order to be placed based on Single Quote:

Sign
Indentor

Sign
Reporting Officer
(Other than Group Head)

Sign
Group / Section Head

Sign
Dean
Approving Authority (upto Rs. 10 Lakhs) /
Recommending (above Rs. 10 Lakhs)

Sign
Centre Director
Date

Note:

1. Proprietary/Single Quote Certificate is essential for specific item(s), job work, to be procured from only one particular party which should be a) manufacturer, b) authorized dealer/distributor, c) specific agency or particular person with expertise in the field etc.
2. Adequate technical justification for going to single quote is to be given. Due care about unavailability of other sources, products/brand, time limit, etc. are to be taken into account while going for this method.
3. This is to be approved only by Dean NF / Dean GO /CD.
4. Not to be adopted for all kinds of purchases or for frequent requirements of same item or services.