

ANNEXURE-I

Nomination of three representatives in the meeting of GPWSC – as members of Procurement Sub Committee (PSC) for purchase of materials as required

This day _____ in the village _____ block _____ district _____ the meeting held under Chairmanship of Chairman GPWSC, nominations of three members of GPWSC as members of the Procurement Sub-Committee for procurement of construction materials (local and non-local) or works, have been deliberated. After due deliberation, the following three persons are nominated as member of Procurement Sub – Committee.

1. Shri/Smt. _____ Son/Wife/ daughter of Shri/ Smt _____
2. Shri/Smt. _____ Son/Wife/ daughter of Shri/ Smt _____
3. Shri/Smt. _____ Son/Wife/ daughter of Shri/ Smt _____

Above noted representatives shall carry out Market Survey to ascertain various possible suppliers, who can supply construction materials with reputed brands in good quality and shall submit their recommendations to GPWSC of the village in the prescribed format. AE/JE of DWSS nominated by DWSS shall assist the Procurement Sub-Committee (PSC) in ascertaining the brands and rates and shall function as facilitator only.

Sl. No.	Members of GPWSC		
	Name	Designation	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

NOMINATION OF FACILITATOR FOR PROCUREMENT SUB –COMMITTEE

To

Chairman, GPWSC

Village.....

Block.....

District.....

Shri/Smt. _____ Sub Divisional Engineer of Sub Division
No. _____ Division No. _____ is hereby
nominated as representative of DWSS to act as facilitator to assist the Procurement Sub
Committee (PSC) for procurement of materials, verification of rates and ascertaining the
brands, technical assistance/ supervision of works, as a Facilitator.

(Name)
Executive Engineer
WSS, Division No.
.....

On the letter head of the firm, mentioning the name, address, telephone/ Fax No. and sales tax/VAT Number.

QUOTATION

To
Chairman, GPWSC
Village
Block
District

Subject : (Description of Goods/Work-Name of scheme)
.....

Reference : Letter No.....dated.....
Your Quotation invitation No.....

Sir,

We offer to supply the subject cited material/ execution the Works as described in your letter referred to above in accordance with the terms and conditions enclosed therewith for the total Contract Price of -

Rs.* _____ [in figures]

Rs. _____ [in words].

This quotation and your written acceptance of it shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any quotation you receive. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

We hereby confirm that this quotation is valid for 45 days.

Yours faithfully,

Authorized Signature : _____ Date: _____

Name & Title of Signatory : _____

Name of Bidder : _____

Address : _____

* To be filled in by the Bidder, together with his particulars and date of submission at the bottom of this Form.

FORMAT OF QUOTATION*

Sl. No.	Description Goods	Specifications	Qty.	Unit	Quoted Unit Rate in Rs.	Total amount	
						In Figures	In words

Total Cost : Rs.....

Add Sales Tax/ VAT : Rs

Grand Total

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs.....(amount in figures) (Rs.....(in words) inclusive of all taxes and duties etc. except Sales Tax/ VAT separately, within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warrantee/ guarantee ofmonths shall supply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery

Signature of Supplier

ANNEXURE-IV

Name of the Village

Block

District

This day _____ in the meeting of GPWSC, Comparative statement and recommendations submitted by PSC is deliberated and approve. Decisions taken for purchase of construction material as per following details

Sl. No.	Name of the Construction Material (along with brand)	Quantity to be purchased	Rate (Rs.)	Amount (Rs.)	Name of authorized dealer /vendor
1					
2					
..

Sl. No.	Members of GPWSC		
	Name	Designation	Signature
1			
2			
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12			

Note : In case of the decision taken is contrary to the recommendation of PSC, reasons thereof shall be recorded.

RESOLUTION FOR PROCUREMENT OF GOODS

Chairman GPWSC _____(Village) Block _____, District _____ called a general body meeting of the GPWSC. The recommendations of the Procurement Sub-Committee regarding purchase of materials was placed before the GPWSC, apprising the members, details of recommendation. In accordance with the decision taken in the meeting, a resolution related to purchase of materials is passed in ANNEXURE-IV.

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