



Annexure 7: Purchase without Quotation Format

Annexure 7

(Refer Para 4.9.2)

Ref. No.: _____

Place: _____ Date: _____

"I, _____, am personally satisfied that the goods (described below) purchased are of the requisite quality and specification and have been purchased from a reliable supplier / contractor at a reasonable price".

Item:	
Quantity:	
Indenter:	
Unit Rate:	
Taxes/Duties:	
Other Charges:	
Total Unit Price:	
Total Price:	
Purchased from: M/S:	
Vide Bill No.:	
Justification:	
Cheque may be drawn in favour of:	

Signature: _____

Name: _____

Designation: _____