

**PROFORMA FOR FORWARDING R&M PROPOSALS IN RESPECT OF GOVT-OWNED PROPERTIES ABROAD REQUIRING ADMINISTRATIVE AS WELL AS FINANCIAL CONCURRENCE OF MINISTRY**

( NOTE: Expenditure on recurring repair & maintenance works of GOI-owned properties is to be met from Mission's own sanctioned budget, for which proposals should be formulated/prioritised and due budget provisions made well in time. Ministry's Capital Outlay budget is intended for creation of capital assets and thus should not be routinely invoked for recurring R&M works.)

1. Name of Mission :
2. Nature of work :
3. Is the property owned by GOI? :  
Give details about its year of purchase as well as original construction/renovation.
4. When was the last repair / painting work carried out? Give details along with expenditure incurred. :
5. Have the quotations (minimum three) been invited in a sealed envelope? Have the quotations been opened by a responsible officer on the same day and initialed by him at the time of opening the quotation? :
6. Are the quotations for identical scope of works and comparable? :  
(Attach list of exact scope of works in Annexure-1)  
(Please note there should be separate proposal for each R&M work, e.g. painting work, repair/replacement work etc.)
7. Specify validity of each quotation :
8. In case the quotations are in a foreign Language, has detailed and full English translations been provided? :
9. Give details of the quotations. :  
(Attach a sheet on item-wise comparative analysis of the quotations obtained in annexure-II)  
(Please note the Rupee equivalent of sub total/total expenditure should also be mentioned.)

10. In case of estimates, give basis/details of rates charges. :
11. Award of work recommended to :
12. (a) Has award of work been recommended to lowest bidder? :  
(b) If not, give reasons. :
13. Budget head :
14. Total budget allocation for (S.No.12) above :
15. Budget amount already utilized :
16. Amount already utilized under delegated powers for this building :
17. Present proposed expenditure :
18. In case exceeding budget allocation/delegated powers (Note: In case of excess, please indicate how excess budget allocation is proposed to be met and whether the liability got noted by Budget section of the Ministry.) :
19. In case allocation of funds is sought from MEA's Capital Outlay budget, kindly give detailed justification. :
20. Has any guarantee for material/workmanship etc. been given? If so, provide details. :
21. Has the expenditure been approved by HOM? :
22. Special observations /comments :

Place:

Seal & Signature of HOC

Date:

Name :

**SO(Prop)**