

REVISED DEC. 2004

SP-I FORM

Proforma to be utilized by Indian Missions / Posts abroad for formulating proposals for purchase of articles of admissible Furniture / Furnishings / Representational Crockery / Cutlery / Glassware / Curtains / Carpets / Water Filters, Equipment like Photocopier / Gensets etc. and Kitchen Utensils and other inadmissible items like Mobile phones including Electronic items such as TV / DVD / VCR / Dishwasher / Deep freezer / Dish Antenna etc. requiring sanction from the Ministry of External Affairs, New Delhi

NOTE:

- i) The proposal should be self-contained and complete in all respects. No item of this Form should be left blank; and
- ii) In order to facilitate expeditious processing, separate proforma should be sent when different categories of items are required. Please allow 4-6 weeks for processing of the case in the normal course.

1. Name of Mission/Post :
2. Items proposed to be purchased
(give details like make/model, size etc.) :
3. Required for :
- (a) Office (i.e. Chancery) :
- (b) HOM's residence (Grade of incumbent
To be mentioned) :
- (c) Other residence (Name & designation of
Official concerned to be furnished) :
- (d) Whether the concerned official is getting :
Pay & allowances from the Budget of
Ministry of External Affairs? If not, the
proposal should be addressed to Ministry/Deptt.
in whose Budget the Officer is paid his/her pay
and allowances.
4. (a) Whether it is a case of initial supply :
or Replacement/premature
replacement .

- (b) In case of initial supply, detailed reasons may be given in case of inadmissible items:
- (c) In case of replacement, whether report in :
Form GFR-17 is attached? Please ensure that GFR-17 is complete with a certificate with HOC's stamp & signature
- (d) In case of premature replacement
 - (i) Detailed justification (attach additional page if necessary) :
 - (ii) Whether, in addition to survey report in Form GFR-17 duly filled in, signed & stamped, :
a technical report has been obtained from competent local firm/authority and the same is enclosed?
 - (iii) Whether the article in question was lost / stolen :
damaged in fire or any other incident. If so, please attach a copy of police report. If the police report is in local language, its English translation may also be attached.
 - (iv) If the article in question is repairable, the :
estimated cost and guarantee offered.
 - (v) Year-wise expenditure incurred towards repairs of the item during the last three years. :
- 5. In case of admissible items details of items :
purchased / replaced with expenditure incurred and Stock Register entries due to which delegated powers of the Mission / Post stand exhausted.
- 6. In case of inadmissible items details such as :
TV/VCR/DVD/Deep Freezer/Dish-washer/
Dish Antenna purchased for HOM's residence with Ministry's approval quoting Ministry's sanction No. and date along with stock register entries.
- 7. Whether the existing article was purchased / replaced :
/prematurely replaced with Ministry's Approval? If so, attach a copy of the sanction.

8. (a) Mode of purchase suggested:
 - i) Local purchase :
 - ii) Supply from India :
 - iii) Import from third country :

(b) Justification for mode of purchase as suggested:

(c) In case of local purchase:

 - i) Detailed justification for the proposed make/model:
 - ii) If local purchase is recommended for economic reasons, comparative statement of expenditure for local purchase vis a vis supply of similar items from India or another third country may be attached.

(d) Whether prescribed purchase procedure has been followed? (i.e. obtained comparable quotations from three required firms and attach

 - i) Photocopy of quotations
 - ii) Rough English translation if quotations are in language other than English
 - iii) Comparative statement of quotations with amounts in local currency as well as equivalent Indian Rupees and with details and duration of validity of quotations)

(e) Whether repair/maintenance facilities are available locally for the proposed model?
9. Total expenditure including freight & Insurance in local currency and Indian rupees on the basis of the lowest quotation. :
10. (a) Whether funds for purchase of the items available under appropriate Head in the sanctioned budget grant of the current financial year? :
- (b) If not, how the purchase is proposed to be financed? :
11. (a) Mode of transport suggested in case of supply from India/third country. :

- (b) If the items are proposed to be transported :
by air freight, justification for air-freighting
along with comparative cost in local/Indian
currencies on transportation by air and by
sea may be given.
- (c) Whether administrative approval of HOM/HOP :
has been obtained in the matter.

PLACE:

DATE :

Signatures :

Name :

Designation:

Rubber Seal of Mission: