

REVISED JUNE 2014

**SP-I FORM**

[Proforma to be utilized by Missions/Posts for purchase of Furniture/ Furnishings/Representational Crockery, Cutlery, Glassware/Curtains/ Water Filters, Dishwasher, Freezer, Microwave Oven/ Photocopier/Genset/Air conditioners/EPABX System etc./Kitchen Utensils/ Inadmissible items like Mobile phones/Electronic items such as TV, DVD Player, Dish Antenna etc. requiring Ministry's sanction].

**NOTE:** 1. The proposal should be self-contained and complete in all respects. No item of this Form should be left blank. To facilitate expeditious processing, separate forms should be sent when different categories of items are required. Proposals from officers drawing pay and allowances from other Ministries should be sent to their respective Ministries and not to MEA.

2. Except in cases under GFR Rules 145, 146 & 147(1), Missions/Posts may procure goods as follows: a) If estimated cost of purchase is Rs. 1 Lakh & above, all tender enquiries should be published on the CPP Portal b) All procurements with estimated value of Rs. 10 Lakh & more are to be done through e-procurement on CPP Portal c) In case of no response from CPP Portal, 4 quotations to be obtained from local market. If requisite number of quotations are not received, a waiver certificate from HOM/HOP may be provided with justification. Comparative statement of quotations may be attached, with English translation wherever necessary.

S.No.	Name of Mission/Post:
1.	Item to be purchased (include Make/Model etc.)
2.	Required for Chancery / HOM's / HOP's Residence (specify Grade of officer) /other Officers Residence (give name/ designation)
3.	Initial Supply/ Replacement/ Premature Replacement. For premature replacement, attach dully filled-in GFR-17 Form & technical reports if required.
4.	Justification in case of premature replacement (use separate sheet if necessary)
5.	Year wise expenditure incurred towards repairs of item during last three years, if any
6.	For inadmissible items, details of Ministry's earlier approval, if any.
7.	Mode of purchase: Local purchase/ Supply from India/ Import from third country. If by Air, justification with cost of air & sea freight.
8.	(a) Expenditure (in local currency and Rupees) (b) Amount of VAT/other taxes, if any, included (c) Are VAT/other taxes refundable? (d) Cost of freight & insurance in local currency and Indian rupees on the basis of lowest quotation
9.	Are funds for purchase available under budget for current financial year? If no, state how the item(s) is proposed to be financed.
10.	Whether administrative approval of HOM/HOP has been obtained for the proposal.

Signature of Head of Chancery  
(Seal of Mission/Post)

Date: