



**NATIONAL INSTITUTE OF TECHNOLOGY  
ROURKELA – 769 008**

**No. NITR/** \_\_\_\_\_  
**Date** \_\_\_\_\_

**Request for approval of procurement of goods or services on  
Single Tender Basis**

1. Department \_\_\_\_\_
2. Description of Stores to be purchased \_\_\_\_\_  
\_\_\_\_\_
3. Approximate Cost \_\_\_\_\_
4. Proposed Supplier(with address) \_\_\_\_\_  
\_\_\_\_\_
5. Reasons for single tender purchase
  - (a) Only one firm is the manufacturer or supplier of goods
  - (b) Because of the following emergency, it is not advisable to go for competitive bidding  
\_\_\_\_\_  
\_\_\_\_\_
  - (c) For standardization of equipment or spare parts as per following details  
\_\_\_\_\_  
\_\_\_\_\_
  - (d) The national brand is recommended for recognized quality, reliability and durability. The Institute is not equipped with expertise and instruments to judge the quality, and viability of untested brands. In the opinion of the Department, procurement of the recommended brand is in the best interest of the Institute
  - (e) Any other reason \_\_\_\_\_  
\_\_\_\_\_
  - (f) Documents enclosed \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Laboratory/Office In-charge or  
P.I. of Projects**

\_\_\_\_\_  
**Chairman,  
Purchase Committee**

\_\_\_\_\_  
**Head of the Department**

**Observation of the Internal Audit Section**

The proposal for procurement of goods and/or services on single tender basis has been examined. Considering the stated circumstances, the proposal is acceptable under the rules of the Institute.

\_\_\_\_\_  
**Asst. Registrar (Internal Audit)**

Proposal for procurement of goods under single tender basis is approved.

\_\_\_\_\_  
**DIRECTOR**