

MIT | Arts, Commerce & Science College

MAEER's

MIT Arts, Commerce and Science College,
Alandi (D), Pune – 412 105.



The Institution Practices Decentralization and Participative Management

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MAEER's

MIT | Arts, Commerce
& Science College

(Affiliated to Savitribai Phule Pune University)

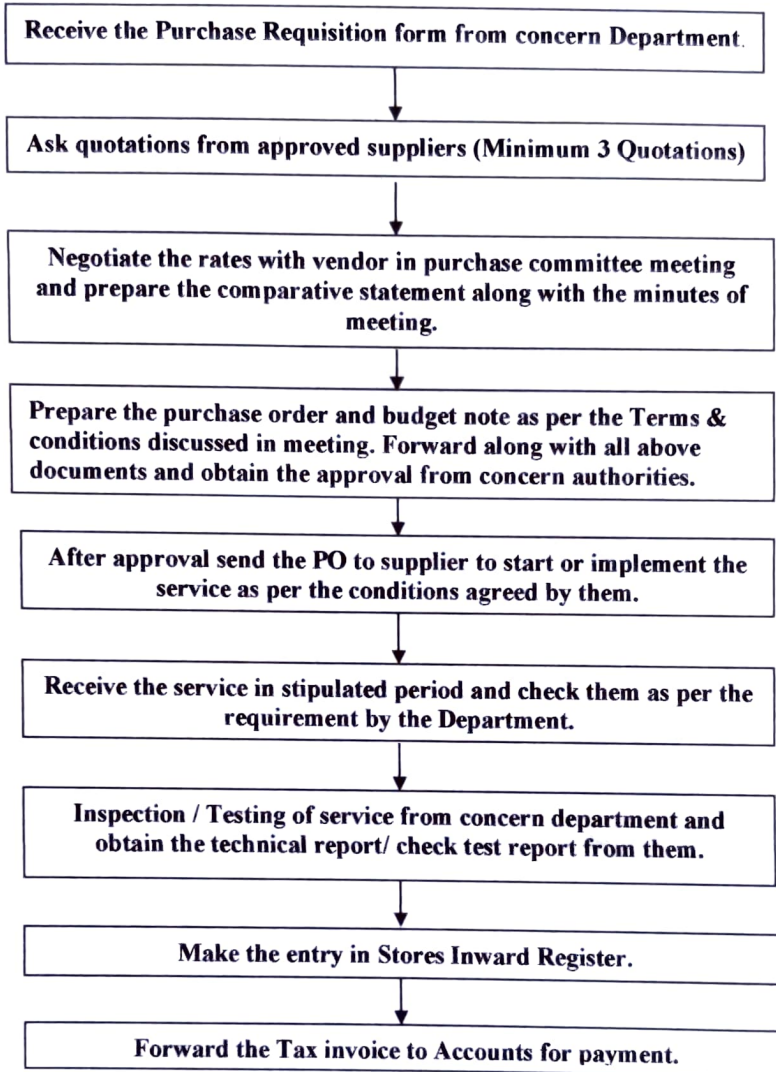


Policy & Procedure

Purchase Committee

(To be implemented from AY 2007-08)

MIT ARTS COMMERCE & SCIENCE COLLEGE, ALANDI (D),
WORK ORDER PROCEDURE




Prepare & Reviewed By:-


Mr. Sandeep Rohinkar
Registrar & Head - Account
MIT ACSC Alandi (D).

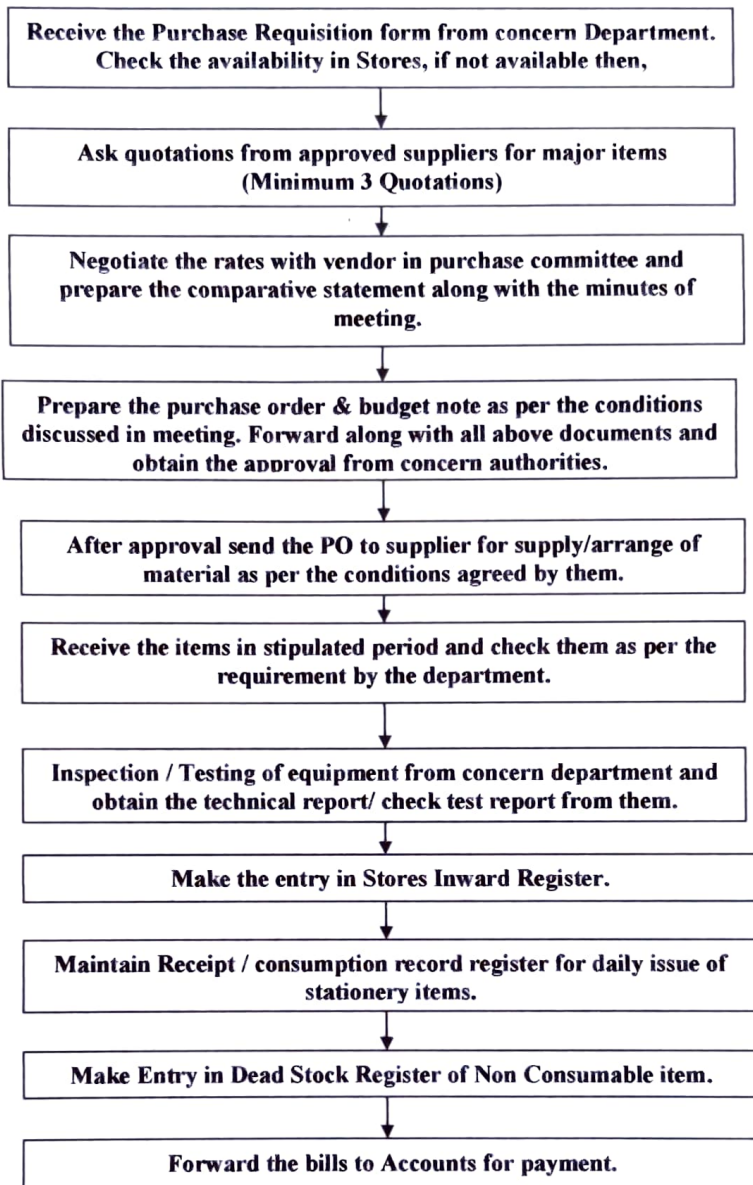


Approved By :-



Dr. B. B. Waphare
Principal
MIT ACSC Alandi (D).

MIT ARTS COMMERCE & SCIENCE COLLEGE, ALANDI (D),

PURCHASE ORDER PROCEDURE




Prepare & Reviewed By:-


Mr. Sandeep Rohinkar
Registrar & Head - Account
MIT ACSC Alandi (D).



Approved By :-


Dr. B. B. Waphare
Principal
MIT ACSC Alandi (D).

PURCHASE REQUISITION		MIT Arts, Commerce & Science College Alandi-Devachi, Pune 412 105.	
TO	Dept.	Date	20/05/2016
FROM	Computer Lab	Requisition By	Sandeep S. Muley

LIST OF MATERIALS REQUIRED

Material Required For: - Computer Lab

Sr. No.	Description	Unit	Qty. demanded	Qty. available	Cost Rs. APP.	Required By Date
01	Intel Core i3 Processor, 4GB DDR3 RAM, 500GB 7200RPM SATA HDD, DVD-RW, Intel HD Graphics, PCI/PCIe Slots, Gigabit Ethernet, Serial Port, Parallel Port, Classic Professional Keyboard, Optical Mouse, 19.5" Wide LED Screen, 3 year onsite warranty	NOS	60		33,500	Urgent
	✓			↓	↓	
Total					20,10,000	
<i>[Signature]</i>		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>		<i>[Signature]</i> 20/05/16

Applicant	Store & Purchase In- Charge	Head Of Dept.	Dy.Registrar	Principal
------------------	--	----------------------	---------------------	------------------

Cybernet IT Pvt Ltd
Shop No.6, Shrinath Plaza
Dyaneshwar Paduka Chowk
F.C.Road, Pune 411 005
Tel. 25539384, 25539147



ISO 9000:2008 Certified
Date : 23.05.2016
Ref.:CYB/Q/RA/23052016/03

To,

MIT ACSC
Alandi
Pune

Sub. : Proposal for Lenovo Desktops

Kind Attn. : Mr. sandeep mule .

Quotation

#	Particulars	Rate	Qty	Amount
1	Lenovo Think Center E73 Series	31,500	60	1890000
	Intel Core i3 Processor, 4GB DDR3 RAM ,500GB 7200RPM SATA HDD			
	DVD-RW, Intel HD Graphics, PCI/PCIe Slots, Gigabit Ethernet			
	Serial Port, Parallel Port, Classic Professional Keyboard,	20,500		
	Optical Mouse, 19.5" Wide LED Screen, 3 year onsite warranty			
	OS: DOS			

Terms and Conditions

- 1 Taxes : All inclusive
- 2 Delivery: Within four weeks.
- 3 Payment : 50% Advance, balance against delivery.
- 4 Billing : From wagholi warehouse.

Order to be placed on
CYBERNET IT PVT LTD
GODOWN NO. 6,
JADHAV WAREHOUSING
GAT NO 2324, WAGHOLI
PUNE 412207.

Cybernet IT Pvt Ltd

Sd/-

Ravindra Sakate

9325094337

Ravi

29500/- All inclusive

25/07/2016



IKon Business Solutions
1401 A wing 14th Floor Silver Leaf
Apartments Akruli Road,
Kandivili (East), Mumbai 400101
Mobile: 88 79 765605

Date: 21/07/2016

To,
The Principal,
MFL ACSC
Aalandi, Pune.

Sub: Quotation for Lenovo Desktop Edge 73 10ASA06YIH

Respected Sir,

We wish to introduce ourselves as the Distributors for all Principle Companies like
TOSHIBA for all range of Office Automation Products,
OPTOMA exclusively for Projectors,
DELL & LENOVO for Desktops & Laptops

IKON is mainly service based organization having a team of trained Engineers to ensure prompt and trouble free function of these equipments.

As per the discussion, we here by offer you the suitable model with competitive rate as mentioned below.


Sr. No.	Description	Qty	Amount(Rs.)
01	Lenovo Edge 73 Desktop 10ASA06YIH Tower / Intel H81 / Intel Core i3-4150/ 4 GB DDR3 / 500 GB 7200RPM / DVDRW / DOS / 3 Years Onsite / 19.5" TFT Lenovo DVD	01	30000.00

Terms & Conditions:

Prices: 5.5% VAT inclusive in the Unit Price.
Octroi: Inclusive.
Payment: 100% on Delivery & Installation
Delivery: Within 1 working week from the date of Purchase order.
Service: 3 years On Site Warranty.

Looking forward for your valued order and assuring you of best services and long lasting relationship at all times.

Thanking You!
For Ikon Business Solution Pvt Ltd


Prathamesh Narvekar 21-07-2016
Business Head
Cell: 88 79 765605
Email: prathamesh.narvekar@ikonbusiness.co.in

IKON BUSINESS SOLUTIONS PVT LTD,
A-1401, SILVER LEAF Apartment,
AKURLI ROAD, KANDIVALI (EAST)
MUMBAI 400 101.
Tel # : (022) 2886 5824
E mail: business@ikonbusiness.co.in
In ISO 9001:2008 Certified Company



COMMERCIAL PROPOSAL

Desktop :

SR. No.	MODEL / DESCRIPTION	QTY	UOM	U. PRICE (In INR)	TOTAL AMOUNT (In INR)
1	Edge 73 10ASA0DLIH H81>Intel Core i3 Processr-4170 / DDR3 RAM 4GB/500GB 7200RPM SATA HDD / DVD-RW/ Intel HD Graphics/PCI/PCle SLots/Gigabit Ethernet/Serial Port,Parallel Port./Classic Professional Keyboard/Optical Mouse 19.5"Wide LED Monitor (60DFAAR1WW) Os DOS/3Yr Onsite warranty	60	Nos.	31,500.00	1,890,000.00
				Total	1,890,000.00



TERMS & CONDITIONS

VALIDITY OF OUR OFFER (In Days)	8
LOCAL TAXES	Taxes extra as applicable. Incase of any change in Govt. Taxes would be to your account
PAYMENT	100% ADVANCE
DELIVERY	Within 2-4 weeks from the date of PO & advance payment
WARRANTY TERMS	3 Years Onsite
ORDER TO BE PLACED ON	Office : C-DOT SYSTEMS PVT LTD. 41/5 Chinar Apartments, Tarate Colony, Off Karve Road, Erandwane PUNE - 411004 Maharashtra, India

Bank Details

Account Name	: C-DOT SYSTEMS PVT LTD.
Banks Name	: Axis Bank Ltd
Address	: Kothrud Branch Pune
Current A/C No	: 104010200002431
IFSC/RTGS/NEFT	:

Thanking you and assuring you of the best services at all times.

Best Regards

For C-DOT SYSTEMS PVT LTD.

Sanjay Pokale

This is computerised document. No signatures are required.

Reg.office: C-DOT SYSTEMS PVT LTD., 41/5 Chinar Apartments, Tarate Colony, Off Karve Road, Erandwane PUNE - 411004.Tel : +91-20-25412211/25447139, Fax : +91-20-25450318

MIT | Arts, Commerce
& Science College

Alandi (D.) Pune 412105

PURCHASE COMMITTEE MEETING

Date: 25/7/2016

Subject: Purchasing of Lenovo desktop. E73 series.

Indenter: M^{rs}. Rashmi Lad (HOD B.Sc. Comp Science Dept)

Summary/ Assessments of comparative statement:

1. Following supplier quoted for the above said requirement.

1) Cybenet. it

2) Ikon Business solution

3) C-dot system Pvt. Ltd.

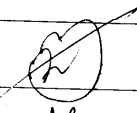
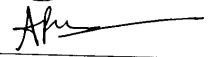
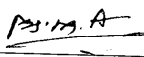

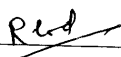

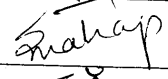
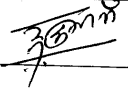

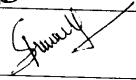

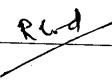
< Rud
Signature of Indenter

Minutes of Demonstration (If Any): Attached Copy: Yes/No

Recommendation of Purchase Committee:

with comparison of other suppliers
cybernet-it is lowest price hence order
place to cybernet-it. He is our regular vendor
R.Lad

Members:

1. Dr. B.B.Waphare, Chairman 
2. Prof. Akshada Kulkarni, HOD BCA- 
3. Prof. Manasi Atitkar, HOD B.Com.- 
4. Prof. Vijayalaxmi, HOD Maths- 
5. Prof. Rashmi Lad, HOD B. Sc. (CS)- 
6. Prof. Shriram Kargaonkar, HOD Stats- 
7. Prof. S.P. Mahajan, HOD Etx- 
8. Prof. Amol Mane, HOD BBA- 
9. Mr. Gaurav Magar, Dy. Registrar- 
10. Mr. Rahul Barathe, Librarian- 
11. Mr. Durgadas Rajguru. Store In Charge- 
12. Ms. Rashmi Lad 

COMPARATIVE STATEMENT

ITEM	Lenovo Desktop	Specifications:	Lenovo 73 Desktop 4 GB, DDR3 RAM, 500 GB, 7200RPM, DVDRW/DOS/3yrs Onsite warranty 19.5" LED Screen.	Date:	25/07/2016	
Sl. No.	Particulars/Types of items/Job	Qty. Required	Name of the Supplier	Rate Rs.	Total Rs.	Remarks
1.	Lenovo Think Center E73 Series Intel Core i3 Processor, 4GB DDR3 RAM, 500GB 7200RPM SATA HDD DVD-RW, Intel HD Graphics, PCI/PCIe Slots, Gigabit Ethernet Serial Port, Parallel Port, Classic Professional Keyboard, Optical Mouse, 19.5" Wide LED Screen, 3 year onsite warranty OS: DOS	60 Set	Cybernet.it Ikon Business Solution C-Dot Systems Pvt.Ltd.	29,500.00 30,000.00 31,500.00	17,70,000.00 18,00,000.00 18,90,000.00	
Name of Supplier.		Cybernet.it	Ikon Business Solution	C-Dot Systems Pvt. Ltd.		
Tax./VAT		5.5% Vat (Inclusive)	5.5% Vat (Inclusive)	Extra as applicable		
Delivery Time		Immediate	1 working Week	2 to 4 weeks From PO		
Payment Term		100% after Delivery & Installation	100% On Delivery & Installation	100% Advance		
Warranty		3 Year On Site Warranty	3 Year On Site Warranty	3 Year On Site Warranty		
Store IN Charge		Head of Department	Dy. Registrar	Principal		

[Signature]

[Signature]

[Signature]

Approved

Yes

No

MIT Arts, Commerce & Science College
 Alandi (D.), Pune 412 105,
 Tel. 020-30253500, 30253600,
 Fax- 020-30253799 .

PURCHASE ORDER

Suppliers Copy

Dept. - Computer Lab. (Comp. Sci.)	Subject : Purchasing of Lenovo Think Center E73 Series Set for Computer Lab. (Comp. Sci.)
To, Cybernet It Pvt.Ltd. Godown No.6, Jadhav Warehousing, Gat No. 2324, Wagholi. Pune- 412207. Mo.- 9325094337(Ravi) Phone:020 25539384/25539147.	P.O. No. MAEER'S/MITACSC 16-17/29.
	Date : 26/07/2016
	As per your Quotation dated 25/07/2016. Material Required by -Mr. Sandeep Muley.

Sir,
 As per your Quotation dated: 25/07/2016. We are pleased to place the following Purchase order.
 You are requested to supply the following material as per specification mentioned below.

Acceptance Copy be sent back after accepting the Purchase order.

Sl. No.	Name of the Items	Qty	Rate Rs.	Total Rs.
1.	Lenovo Think Center E73 Series Intel Core i3 Processor, 4GB DDR3 RAM, 500GB; 7200RPM SATA HDD, DVD-RW, Intel HD Graphics, PCI/PCIe Slots, Gigabit Ethernet Serial Port, Parallel Port, Classic Professional Keyboard, Optical Mouse, 19.5" Wide LED Screen, 3 year onsite warranty, OS: DOS.	60 Set	29,500.00	17,70,000.00
			Total Rs.	17,70,000.00

In words - Rs. Seventeen Lac Seventy Thousand Only.

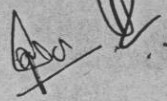
Terms & Conditions:

- Item should be supplied immediately on receipt of this order.
- Only good quality of material as per specification mentioned above to be supplied.
- Any loss / damages during transit will be borne by you.
- Your representative / Service Engineer should report for any type of repair/ maintenance during Warranty period.
- Payment will be made after receipt /inspection & proper functioning of above items.
- Warranty period **warranty: 03 years onsite warranty.**
- Price is inclusive of the following details:
A) Taxes - Inclusive. B) Excise Duty - Nil C) Octroi - Not Applicable D) Transportation - Nil
- Delivery Address - Store- MIT Arts, Commerce & Science College, Alandi Devachi Pune 05.

Approved By


 Principal 26/7/16


 Executive Director



DELIVERY CHALLAN



cybernet.it
Private Limited

Shop No. 6, Shrinath Plaza,
1184 /4 , Dnyaneshwer Paduka Chowk,
F.C. Road, Shivajinagar, Pune - 411005.
Tel.: 25539384, 25539147, 25520661
E-mail : sales@cybernetit.com

To, MAKER'S Arts, com &
Science college
Alandi Devasahi Pune-412105
Tel-020-30253500

Challan No. : 152
Date : 20/10/2016
Your P.O. No.:
Date :

Sr. No.	Description	Quantity
1)	Lenovo Desktop Core i3 Intel i3 4gb/RAM/500gb Hdd dvd R/W pci slot Serial Port Parallel Port keyboard mouse 3yrs warranty Dos	60 Nos
2)	19.5" Lenovo LED monitor	60 Nos

Kindly receive the above material in good condition.

Checked & Found Correct

Signature
21/10/2016

For **cybernet.it** pvt. Ltd



Authorised Signatory

Computer Comp Lab
 MITACSC/comp lab/35/36/6

TAX INVOICE (Ex-Warehouse)

Cybernetit Pvt Ltd
 Shop No 6, Shripath Plaza,
 Fergusson College Road,
 Pune 411005
 PMC - LBT 073-0019030
 Tel: 020 - 25539384 / 25539147
 E-Mail : accounts@cybernetit.com

Buyer
MAEER's Arts, Com & Science College
 Alandi Devachi Pune - 412105
 Tel : 020-30253500, 30253600

Invoice No. **WGL/2016/10/053** Dated **20-Oct-2016**
 Delivery Note Mode/Terms of Payment
 Supplier's Ref. Other Reference(s)
 FOR COMPUTER LAB Sandeep Muley
 Buyer's Order No. Dated
MAEER'S/MITACSC 16-17/29 26-Jul-2016
 Despatch Document No. Delivery Note Date
 Despatched through Destination
 Terms of Delivery

Ref. MITACSC/PO/WO/No.: 29 Dtd 26/07/2016

Sl. No.	Description of Goods	Quantity	Rate	per	Disc. %	Amount
1	Lenovo Desktop Core I3 Intel I3 , 4gb Ram 500gb Hdd Dvd R/W Pci Slot Serial Port Parallel Port Keyboard Mouse 3 Years Warranty Dos	60 nos	27,830.18	nos		16,69,810.80
2	19.5" Lenovo LED Monitor	60 nos	0.01	nos		0.60
						16,69,811.40
				6 %		1,00,188.68
	Less: Sales Vat @6% Round Off					(-)0.08

Checked & Found Correct
Signature

Total 120 nos ₹ 17,70,000.00
 E & O E

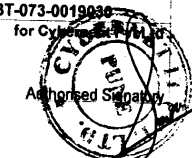
Amount Chargeable (in words)
Rupees Seventeen Lakh Seventy Thousand Only

RECEIVED & CHECKED
Signature

Company's VAT TIN : 27590309975V
 Company's CST No. : 27590309975C
 Company's Service Tax No. : AABCC5138PST001
 Company's PAN : AABCC5138P

Declaration
 We hereby certify that our registration certificate under the Maharashtra value Added tax act 2005 is in force on the date on which the sale of the goods specified in this Tax Invoice is made by us and that the transaction of the sale covered by this Tax invoice has been effected by us. And that it shall be accounted for in the turnover of sale while filing of returns and the due tax if any, payable on the sale has been paid or shall be paid.

Company's LBT No. : PMC-LBT-073-0019030



This is a Computer Generated Invoice

MIT A. C. S. C.
 Certified that material received in good condition & has been entered in Reg. *comp lab* Page No./SIB No./
 58/34

chdk
 Store & Purchase Officer

MITArts, Commerce
& Science CollegeCHECK/TEST/ TECHNICAL
REPORT

Mandi (D.) Pune 412 105,

Dept.: Computer Lab-Purchase
Order Ref.
No.PO-29
DT-26/07/16Inward
Reference
No.Comp Lab / 58 / 24Date: 12/11/2016Name of Department: Computer Lab (Comp Sci)

It is certified that the items

Qty.

- | | |
|---|--------|
| 1) <u>Lenovo Desktop Core i3</u> | 60 Nos |
| 2. <u>4 GB RAM, 500 GB HDD, DVD RW,</u> | |
| 3. <u>Keyboard, mouse</u> | |
| 2) <u>19.5" Lenovo LED</u> | 60 Nos |
| 3. <u>monitor</u>
1 year warranty Dds. | |

(As per Bill NO-WGL/2016/10/053 dated, 20/10/2016)

I have checked/ Tested by me. All the items are found correct as per specification and there is no any deficiency.

1. I have taken the above item /items in my custody and entered in Dead Stock Register as per dead stock Sr. No. MAEER/ACSC/Comp Lab/ 58 / 24
2. I will take proper care of the above item/items and carry out any type of repair/ maintenance and calibration whenever required.
3. I should be held responsible for any type of loss / damages for the above item/items during my custody.

RECEIVED & CHECKED

[Signature]
Signature

Checked & Found Correct

[Signature]
SignatureDATE : 12/11/2016

SIGN. OF DH/IN-CHARGE



DEAD STOCK REGISTER

Sl. No.	Description of Item with accessories (If any)	Make / Model	Serial No.	Purchase order No. & Date	Delivery Challan & Date	Bill No. & Date
01.	Lenovo ThinkCenter E73 Series	lenovo	↓	MITACSC/	20/10/2016	WGL/2016/
	Intel Core i3, 4GB RAM,			16-17/29	152	10/053
	500 GB HDD, DVD-RW, HD			26/7/2016		20/10/2016
	Graphics, Ethernet, Parallel,					
	Serial Port, Keyboard, Mouse,					
	19.5" LED Screen, DOS,					
	3yrs. OSW					
1)	PG00NF4S	21) PG00NCWK	41) PG00GE4N			
2)	PG00GE7W	22) PG00GCLA	42) PG00GWED			
3)	PG00NHNS	23) PG00J6BS	43) PG00NHPU			
4)	PG00NG2R	24) PG00NEV8	44) PG00NEK6			
5)	PG00J78A	25) PG00J79J	45) PG00NHNR			
6)	PG00NEZG	26) PG00GDEH	46) PG00J7AG			
7)	PG00JXFC	27) PG00NF1K	47) PG00J78H.			
8)	PG00NF0U	28) PG00NHPU	48) PG00J78S			
9)	PG00NFGR	29) PG00NF38	49) PG00NEK2			
10)	PG00NHNS	30) PG00J776	50) PG00JKKU			
11)	PG00NHPB	31) PG00J77Z	51) PG00NHNZ			
12)	PG00J78T	32) PG00NFH8	52) PG00NEJP			
13)	PG00NF1B	33) PG00NG2J	53) PG00NG28			
14)	PG00NGNT	34) PG00NHPE	54) PG00JWHE			
15)	PG00NHNU	35) PG00JKKP	55) PG00NFEK			
16)	PG00NEXB	36) PG00J77D	56) PG00NGNC			
17)	PG00NHPT	37) PG00NF3R	57) PG00GE8N			
18)	PG00NF0S	38) PG00NF0E	58) PG00GD F2			
19)	PG00NFEY	39) PG00JKK8	59) PG00NHPT			
20)	PG00NHPT	A/C 40) PG00JY38	60) PG00NG5C			

Date of Item Received	Qty.	Unit Cost	Total Cost	Store Inward No.	Supplier	Lab Incharge (Name with Sign.)	HOD (Sign. & Date)	Remark
21/10/2016	60	27,820/-	16,69,811/-	Complab/	Cybertnet it Pvt Ltd.	[Signature]	[Signature]	Lab 4, S (40 PC)
			+ VAT 6%	58/34				EtX (20 PC)
			= 17,70,000/-					



Principal
MIT Arts, Commerce & Science College
Alandi, Pune - 412 105.

MIT

**Arts, Commerce
& Science College**

Alandi (D.) Pune - 412 105.

PURCHASE COMMITTEE MEETING

Date:

Subject:

Indenter:

Summary/ Assessments of comparative statement:

1. Following supplier quoted for the above said requirement.

- 1.
- 2.
- 3.
- 4.

Signature of Indenter

Minutes of Demonstration (If Any): Attached Copy: Yes/No-

Recommendation of Purchase Committee:

--

Members:

1. Dr. B.B.Waphare, Chairman -
2. Prof. Akshada Kulkarni, HOD BCA -
3. Prof. Manasi Atitkar, HOD B.Com.-
4. Prof. Vijayalaxmi, HOD Maths -
5. Prof. Rashmi Lad, HOD B. Sc. (CS) -
6. Prof. Shriram Kargaonkar, HOD Stats -
7. Prof. S.P. Mahajan, HOD Etx -
8. Prof. Amol Mane, HOD BBA -
9. Prof. Bareen Shaikh, Member -
10. Mr. Sandeep Rohinkar, Registrar -
11. Mr. Gaurav Magar, Dy. Registrar -
12. Mr. Satish Bawale, Store Asst.-
13. Prof. Rahul Barathe, Librarian -
14. Mr. Shakil Nadaf, Administrator -

MITArts, Commerce
& Science College

Alandi (D.), Pune - 412 105.

COMPARATIVE STATEMENT

ITEM	Specifications:			Date:			
Sl. No.	Description	A/U	Qty	Name of Suppliers	Rate/Nos. Rs.	Total Rs.	Remarks
01.	Goods 1			ACB Co. XYZ Ltd. LMN Enterprises.			
02.	Goods 2			ACB Co. XYZ Ltd. LMN Enterprises.			
Name of supplier.		ACB Co.		XYZ Ltd.	LMN Enterprises.		
01. Total Rs.							
02. GST							
03. Delivery Period							
04. Transport Charges							
05. Warranty							
06. Grant Total Rs.							
					Approved	Yes	No
Store Assistant		Head of Department		Registrar	Principal		

MITArts, Commerce
& Science CollegeAlandi (D.) , Pune 412 105,
Tel. 020-30253500, 30253600
Fax 020-30253799**PURCHASE
ORDER****Suppliers Copy**

Dept. : -----

Subject :

To,

P.O. No. MAEER'S/ACSC/

Date :

As per your quotation ref. No-

Dated:

Ph.No:

Mb. No.

Material Required by

Sir,

As per your ref.Dated: We are pleased to place the purchase order. You are requested to supply the following material as per specification mentioned below.

Sl. No.	Name of the Item	Qty	Rate Rs.	Total Rs.
1.				
			Total Rs.	
			Vat 12.5% Extra Rs.	
			Round off (+) Rs.	
			Grant Total Rs.	

In words -

Terms & Conditions:

- Item should be supplied immediately on receipt of this order.
- Only good quality of material to be supplied.
- Any loss / damages during transit / demonstration will be borne by you.
- Your representative / service engineer should report for any type of repair/ maintenance during
- Warranty -
- Payment will be made after receipt /inspection & proper functioning of machine.
- Price is inclusive/exclusive: of the following:
A) Tax - Vat 12.5% Inclusive B) Octroi - Not Applicable C) Transportation - Nil.
- Delivery Address - Store Section, MIT ACSC, Alandi (D.) Pune 412105

Prepared by	Checked by	Forwarded by	Approved by
Store Asst.	Head of Concerned Dept.	Dy. Registrar	Principal

MIT Arts, Commerce & Science College		PURCHASE ORDER	Advance Copy
Alandi (D.) , Pune 412 105, Tel. 020-30253500, 30253600 Fax 020-30253799			
Dept. : -----		Subject :	
To,		P.O. No. MAEER'S/ACSC/	
		Date :	
Ph.No:		As per your quotation ref. No-	
Mb. No.		Dated:	
		Material Required by	

Sir,

As per your ref.Dated: We are pleased to place the purchase order. You are requested to supply the following material as per specification mentioned below.

Sl. No.	Name of the Item	Qty	Rate Rs.	Total Rs.
1.				
			Total Rs.	
			Vat 12.5% Extra Rs.	
			Round off (+) Rs.	
			Grant Total Rs.	

In words -

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MIT Arts, Commerce & Science College Alandi (D.) , Pune 412 105, Tel. 020-30253500, 30253600 Fax 020-30253799	PURCHASE ORDER	<div style="border: 1px solid red; padding: 5px; color: red; text-align: center;"> Accounts Copy </div>
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Prepared by	Checked by	Forwarded by	Approved by
Store Asst.	Head of Concerned Dept.	Dy. Registrar	Principal

MITArts, Commerce
& Science CollegeAlandi (D.) , Pune 412 105,
Tel. 020-30253500, 30253600
Fax 020-30253799**PURCHASE
ORDER****Record Copy**

Dept. : -----

Subject :

To,

P.O. No. MAEER'S/ACSC/

Date :

**As per your quotation ref. No-
Dated:**

Ph.No:

Material Required by

Mb. No.

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Prepared by	Checked by	Forwarded by	Approved by
Store Asst.	Head of Concerned Dept.	Dy. Registrar	Principal

MITArts, Commerce
& Science CollegeAlandi (D.) , Pune 412 105,
Tel. 020-30253500, 30253600
Fax 020-30253799**PURCHASE
ORDER****Department Copy**

Dept. : -----

Subject :

To,

P.O. No. MAEER'S/ACSC/

Date :

**As per your quotation ref. No-
Dated:**Ph.No:
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Prepared by	Checked by	Forwarded by	Approved by
Store Asst.	Head of Concerned Dept.	Dy. Registrar	Principal

PURCHASE ORDER

Suppliers Copy

Invoice To 802 - (21-22) MIT ACSC GSTIN/UIN: 27AAAAM1206F1Z6 State Name : , Code :	Voucher No. 4	Dated 1-Apr-2021
	Supplier's Ref./Order No. 00	Mode/Terms of Payment
Supplier ABC Pvt. Ltd. Address - Phone - GSTIN/UIN : GST NO. PAN/IT No : PAN NO State Name : Maharashtra, Code : 27	Despatch through	Other Reference(s)
	Destination	
	Terms of Delivery	

Sl No	Description of Goods	Quantity	Rate	per	Amount
1	Item Name				
			CGST	9 %	
			SGST	9 %	
			Total		

E. & O.E

Remarks
Terms & Conditions -
1.

for 802 - (21-22) MIT ACSC

Authorised Signatory

This is a Computer Generated Document

Store & Purchase Prepared By	Head of Dept Checked By	Registrar Reviewed By	Principal Forwarded By	Project Director Approved By
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PURCHASE ORDER

Advance Copy

Invoice To 802 - (21-22) MIT ACSC GSTIN/UID: 27AAAAM1206F1Z6 State Name : , Code :	Voucher No. 4	Dated 1-Apr-2021
	Supplier's Ref./Order No. 00	Mode/Terms of Payment
	Despatch through	Destination
Supplier ABC Pvt. Ltd. Address - Phone - GSTIN/UID : GST NO. PAN/IT No : PAN NO State Name : Maharashtra, Code : 27	Terms of Delivery	

SI No.	Description of Goods	Quantity	Rate	per	Amount
1	Item Name				
			CGST	9 %	
			SGST	9 %	
	Total				

E. & O.E

Remarks:
Terms & Conditions -
1.

for 802 - (21-22) MIT ACSC

Authorised Signatory

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Store & Purchase Prepared By	Head of Dept Checked By	Registrar Reviewed By	Principal Forwarded By	Project Director Approved By
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PURCHASE ORDER

Accounts Copy

Invoice To 802 - (21-22) MIT ACSC GSTIN/UIN: 27AAAAM1206F1Z6 State Name : , Code :	Voucher No. 4	Dated 1-Apr-2021
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	Supplier ABC Pvt. Ltd. Address - Phone - GSTIN/UIN : GST NO. PAN/IT No : PAN NO State Name : Maharashtra, Code : 27	Despatch through
Terms of Delivery		

SI No.	Description of Goods	Quantity	Rate	per	Amount
1	Item Name				
	CGST			9 %	
	SGST			9 %	
	Total				

E. & O.E

Remarks:
Terms & Conditions -
1.

for 802 - (21-22) MIT ACSC

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Store & Purchase
Prepared ByHead of Dept
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PURCHASE ORDER

Record Copy

Invoice To 802 - (21-22) MIT ACSC GSTIN/UID: 27AAAAM1206F1Z6 State Name : , Code :	Voucher No. 4	Dated 1-Apr-2021
	Supplier's Ref./Order No. 00	Mode/Terms of Payment
Supplier ABC Pvt. Ltd. Address - Phone - GSTIN/UID : GST NO. PAN/IT No : PAN NO State Name : Maharashtra, Code : 27	Despatch through	Other Reference(s)
	Terms of Delivery	

SI No.	Description of Goods	Quantity	Rate	per	Amount
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			CGST	9 %	
			SGST	9 %	
		Total			

E. & O.E

Remarks:
Terms & Conditions -
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for 802 - (21-22) MIT ACSC

Authorised Signatory

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Store & Purchase
Prepared ByHead of Dept
Checked ByRegistrar
Reviewed ByPrincipal
Forwarded ByProject Director
Approved By

PURCHASE ORDER

Department Copy

Invoice To 802 - (21-22) MIT ACSC GSTIN/UIN: 27AAAAM1206F1Z6 State Name : , Code :	Voucher No. 4	Dated 1-Apr-2021
		Mode/Terms of Payment
	Supplier's Ref./Order No. 00	Other Reference(s)
Supplier ABC Pvt. Ltd. Address - Phone - GSTIN/UIN : GST NO. PAN/IT No : PAN NO State Name : Maharashtra, Code : 27	Despatch through	Destination
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			SGST	9 %	
			Total		

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Remarks:
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for 802 - (21-22) MIT ACSC

Authorised Signatory

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Store & Purchase
Prepared ByHead of Dept
Checked ByRegistrar
Reviewed ByPrincipal
Forwarded ByProject Director
Approved By

BUDGET NOTE 20 -20

Sr. No. _____	Date _____
Budget Head _____	Dept. _____
Budget Sanctioned	: Rs. _____
Budget Already spend	: Rs. _____
Balance Budget	: Rs. _____
This Expenditure	: Rs. _____
Balance after Current Expenditure	: Rs. _____
Store & Purchase Assistant	Head of Department Approved : Yes / No
Registrar	Principal

SAMPLE COPY

MITArts, Commerce
& Science College**CHECK/TEST/ TECHNICAL REPORT**

Alandi (D.) Pune 412 105,

Dept.:

Purchase
Order Ref.
No.Inward
Reference
No.

Date:

Name of Department: _____

It is certified that the items

Qty.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

I have checked/ Tested by me. All the items are found correct as per specification and there is no any deficiency.

1. I have taken the above item /items in my custody and entered in Dead Stock Register as per dead stock Sr. No. MAEER/ACSC/ /
2. I will take proper care of the above item/items and carry out any type of repair/ maintenance and calibration whenever required.
3. I should be held responsible for any type of loss / damages for the above item/items during my custody.

DATE:

SIGN. OF DH/IN-CHARGE

MIT Arts, Commerce and Science College, Alandi (D)

Bill Process Note

Date:-

Name of the Party:-

1st Step →

Check List:

1.	Original Bill as per PO/WO	
2.	Requisition Form	
3.	Comparative statement	
4.	Delivery Challan	
5.	Purchase order	
6.	Check /Test Report	
7.	Pan No. (If applicable) (Cancelled Check)	
8.	GST No. (if applicable)	
9.	Bill entered in to DS/ CS register	
10.	If labor Charges applicable, separate bill req.	
11.	Stock Entry in Tally	

2nd Step →

Sign with Date: Store & Purchase Dept.

Account Head:	
Bill Amount:	
Less :- Tds Amount :	
Payment Amount:	

Bill Received Date:

Entered in Tally by

3rd Step →

Name & Sign

Bill Payment Remark:

	Date	Amount	Balance If Part Payment
1. Full / Part payment	_____	_____	_____
2. Full / Part payment	_____	_____	_____
3. Full / Part payment	_____	_____	_____

Sign Accounts Executive