

**Note-sheet Date: --/--/2017**

Subject: Proposal for procurement of -------------------------------------------

There is requirement of --------------------------------------------.

The items may be procured through GeM.

Specification and cost of the items from GeM website are attached for reference.

Unit cost with tax is Rs --------------------, with total financial effect of Rs -----------------/- only for -------------------- units.

Procurement of -------------- units of ------------------ from GeM at total cost of Rs ------------------------------ only may be approved.

Dr -------------------------

Procurement cell