

Justification for Sole Source/Proprietary Purchase			
Date: _____ Requisition Number: _____ Department _____		Form-3 Vendor Information: Name Address City, ST, Pin Phone # Fax # E-Mail	
Name of Equipment: _____			
Date of Purchase (for existing equipment): _____			
Date of Installation (for existing equipment): _____			
Cost : _____			
Location of Installation: _____			
Name of Component / Spare: _____			
Specifications: _____			
Why can not any spare fit in the existing equipment: _____			
Short Description of Product or Service and Price	Total approx. value of the material in INR / Foreign currency :		
Type of Justification:			
☐ Sole Source: For the purpose, the particular item or service is available from only one supplier (usually the manufacturer) is unique and no other product will be suitable or acceptable to meet the need REQUIRED: Attach a signed letterhead quotation and declaration of sole source from the Supplier. ☐ Proprietary: A proprietary purchase is considered competitive and the solicitation shall include language indicating the purchase has been approved as (Attach proprietary certificate) Known Distributors			
Rationale for Justification:		Additional Information:	
☐ Compatibility ☐ Standardization ☐ Maintainability ☐ Other If Other, please describe below:		☐ Attach Price Justification Please attach at least two Purchase Order of the material supplied by the supplier at similar lower price elsewhere in support of the prices offered in the certificate.	
Explain briefly how ONLY the product or service above can meet your needs (TIP: Discuss this in the context of the rationale(s) selected above):			
Identify what other products or services have been investigated to meet this need (include mfg. and model number where appropriate):			
Briefly explain why and how other products investigated are deficient in meeting your needs:			
PCD : _____ Chairman - PCD Registrar Vice Chancellor			