

**RDSDE, KARNATAKA**

**STANDING OPERATING PROCEDURE FOR SUBMISSION OF PURCHASE PROPOSAL**

1. Each indenter to create one e-file (SFS) in E-Office with file name as below  
File No. :- “NSTI/PP/(section name)/1/2022”
2. The proposals to be prepared as per the enclosed proforma by the indenter.(Goods /Services)
3. After filling all the details, get non availability of stores remarks from Stores Officers on the Physical proposal.
4. The above proposal to be scanned and put up on E-office in the above said e-file as attachment.
5. Send to Concerned Incharge for Recommendation on e-office as well as get physical sign on the Proposal.
6. Incharge will send the e-file to DDO for availability of fund / Budget Head allocation
7. DDO will made the remark accordingly in e-file and send to HOO for Approval and also the same will be noted physically on the Proposal.
8. HOO with his remark may Approve or Send to HOD based on his discretion on e-file and the same will be noted physically on the proposal.
9. Once HOO / HOD approves, the e-file will be sent to indenter.
10. If proposal is approved, indenter will submit the physical proposal, to Purchase section for processing.
11. Purchase section on receipt of Physical proposal, will create a new e-file for each proposal and process the Purchase procedure on the same e-file.
12. Indenter will use the e-file created by them for any further proposals and follow the above said procedures for submission of purchase proposal.
13. Indenter to ensure submission of proposal to Purchase section.

**National Skill Training Institute, Bangalore**

**Proposal for Procurement of Goods**

1. Name and Designation of the Official :
2. Section :
3. Goods to be Procured :
4. Gem Details with product ID  
Copy Attested by indenter :
5. Reason for purchase of goods  
(Clear justification for purchase) :

**Detailed Specifications**

Sl. No.	Item to be Purchased	Detail of Description/Specification	Quantity	Approximate cost

**Signature of the Indenter**

**Stores Officer :-**

**Recommending officer/Sec I/C**

**DDO**

**HOO**

**National Skill Training Institute, Bangalore**  
**Details for engaging Services**

1. Name and Designation of the Official :
2. Section :
3. Service to be Procured :
4. Gem Details with product ID  
Copy Attested by indenter :
5. Reason for engaging Services  
(Clear justification ) :

Detailed Specifications

Sl. No.	Details	Description
1	Name and Designation of the Official/Indenter	
2	Section	
3	Service to be Procured	
4	Service From and To	
5	Number of working days in a month	
6	Tenure/Duration of Employment	
7	Basic pay (Minimum daily wages)	
8	Provident fund	
9	ESI	
10	EDLI	
11	Category of profile	
12	Category of skills (Skilled, Semi Skilled, Highly skilled & Un skilled)	
13	Gender	
14	Qualification	
15	Ex serviceman (only for security) if required	
16	Age limit	
17	Years of experience	
18	Preference for MSME/Startup/SHG	

**Signature of the Indenter**

**Stores Officer :-**

**Recommending officer/Sec I/C**

**DDO**

**HOO**