

## **S.O.P – FOR MAKING PROPOSALS**

### **Following are the guidelines for making proposals under various heads –**

- Proposals for purchase of any material must be supported with three quotations. Quotations, if received via mail, a noting for the same must be given and counter signed. Quotations received by hand must be given to the P.A for diary entry and should be signed after diary entry is done.
- A comparative statement must be made. While comparing the properties/characteristics/parameter of the material must remain constant.
- If the material is being purchased against unserviceable/obsolete material in stock, the year of purchase and the depreciation value needs to be mentioned. Also write why the material has turned obsolete.
- If the material purchase is because of additional demand, the reason for increase in demand must be specified.
- For proposals for AMC renewals, the period and amount of last AMC and percentage increase needs to be specified. Period of current AMC must also be mentioned.
- It's not mandatory to increase 10% cost/amount every year while working with the same dealer/vendor. Specially incase where base value is Rs. 1 Lac or more, increase upto 5% only must be negotiated.
- GST/Transportation/Installation or any other charges must be clearly mentioned.
- Mistakes in calculation must be avoided.
- The proposal must be prepared one month in advance of expected purchase or renewal dates.