**Non-GeM P-03A**

**INDIAN INSTITUTE OF TECHNOLOGY, KANPUR**

**Purchase proposal request form for Products/Services**

To,

**The Officer-In-Charge**,

Central Store & Purchase Section,

IIT Kanpur.

Department Indent No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Indent Date: \_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(A) To be filled by Indenter:**

**Indenter’s** **Details:**

|  |  |
| --- | --- |
| Name |  |
| PF No. |  |
| Email Id |  |

**Type of Material:**

|  |  |
| --- | --- |
| Consumable |  |
| Non‐Consumable |  |
| Limited Time Asset |  |
| Services |  |

(Please tick whichever is applicable)

**Purchase Order Type:**

|  |  |
| --- | --- |
| Normal |  |
| Rate Contract |  |

**Details** **of** **Required** **Items:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.No. | A complete description of Goods/Services intended to be procured | Stock held  as on date | Quantity  Required | Unit  Price | GST Rate  applicable | Total cost  With Taxes |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| **Total Cost** | | | | | |  |

|  |  |
| --- | --- |
| **Delivery Period** |  |
| **Warranty/Guarantee** |  |
| **Payment Terms** |  |

|  |  |
| --- | --- |
| **Suggested Supplier** |  |

**Budget** **Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No. | Department Name / Project No. | Budget Head | Budget Amount |
|  |  |  |  |
|  |  |  |  |

1. Certified that the goods/services intended to be purchased (as above) is/are not distributed through Central Stores & Purchase Section.
2. Certified that the Allocation exists for the above amount.
3. **Certified that the price quoted by the firm is reasonable as per the knowledge and prevailing market rate.**

**Intender’s Signature**

**(B) Expenditure Sanctioning Authority:**

Approved / Not Approved

**PI/Dean/Registrar/Librarian/HOD/HOS/ADRD/DORD/Dy‐Director/Director**

\*\* As per DFPRs-2022, Power to approve the Purchase is as follows:

a) PI (for R&D project purchases)/Deans/Registrar/Librarian/HOD/HOS: upto Rs. 10 Lakhs

b) ADRD (for R&D project purchases): upto Rs.50 Lakhs

c) DORD (for R&D project purchases only) : upto Rs. 1 Cr

d) Dy. Director: upto Rs. 1 Cr e) Director: upto Rs. 20 Crores f) FC & BOG.: Full Powers

Enclosures:

1. Committee Approval

2. GeM ARPTS report

3. Enquiry/Tender documents, if applicable

4. Quotations / Bids

5. Committee Report