

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						
<b>Total Cost</b>						

<b>Delivery Period</b>	
<b>Warranty/Guarantee</b>	

<b>Payment Terms</b>	
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<b>Suggested Supplier</b>	
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**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