



**INDIAN INSTITUTE OF TECHNOLOGY KANPUR**  
**Administrative cum Purchase Committee Approval**  
**(For Purchases between Rs.50,000/- to Rs.5,00,000/-)**  
**Details of the product to be purchased**

Budget head <b>(Tick one)</b>	1. Non-Consumable <input type="checkbox"/>	3. Consumable <input type="checkbox"/>
	2. Limited Time Asset <input type="checkbox"/>	4. Services <input type="checkbox"/>
Name of item		
Quantity / Duration	Estimated Cost*	₹
Disbursement AC Details		
Delivery Period	..... days	Warranty
		..... Months
EMD (2 to 5%)	Yes (.....%)/No	PBG (3 to 5%)
		Yes (.....%)/No
Reverse Auction	Yes / No	

**\*Above estimated cost is based on the last purchase price/informal market survey for the said item/similar item.**

The following purchase committee may kindly be approved:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

*(\*None of the members should report to each other)*

Signature of the Indenter

Name: \_\_\_\_\_

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

<b>Approved</b>
<b>HOD</b>

**\*Note: As per DFPRs-2022:**

- Members must be Faculty and /or Group A officers nominated by HOD.
- None of the members should report to each other.