



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Administrative cum Purchase Committee Approval
(For Purchases above Rs. 5 lakhs)
Details of the product to be purchased

Budget head (Tick one)	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:

Technical Evaluation Committee:

1. _____ (PI/Indenter)
2. _____ (HOD)
3. _____ (One Faculty member-preferably from another department, who has knowledge in the respective field)

Financial Evaluation Committee:

1. _____ (PI/Indenter)
2. OIC (S&P) or nominee
3. OIC (Internal Audit) or nominee
4. OIC (F&A or DORD, as the case may be) or nominee

Signature of the PI/Indenter

Name : _____

Department : _____

Approved <input type="checkbox"/> Forwarded <input type="checkbox"/> (up to Rs. 10 lakhs)	Approved	Approved
** PI(for R&D project purchases) /Deans/Registrar/Librarian/HOD/HOS	ADR/DORD/DD/Director	FC/BOG

** 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