

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR**Purchase proposal request form for products available on Government eMarketplace (GeM)**

To,
Officer In-Charge,
Central Store & Purchase Section,
IIT Kanpur.

GeM Ref No. _____
Date _____

(A) To be filled by Indenter:

Dept. Indent No.: _____

Indent Date: _____

Department: _____

Indenter's Details:

Name	
PF No.	
Email Id	

Type of Material:	
Consumable	
Non-Consumable	
Limited Time Asset	
Services	

(Please tick whichever is applicable)

Item Details of Required Items:

Sl.No.	Complete description of Goods/Services intended to be procured	Stock held on date	Quantity Required	Unit Price	GST Rate applicable	Total cost With Taxes
Total Cost						

Budget Details:

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

Suggested Supplier:

Sl.No.	Name	Address

Delivery Period	
Warranty/Guarantee	
Payment Term	

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.

Intender's Signature

HOD Signature

(B) To be filled by Concerned Budget Unit:

Budget Head	
Funds Available	
Funds Committed	

Verified: Sufficient funds are available under above mentioned Head and required amount has been committed.

Dealing Official

Officer In-Charge

(C) To be filled by Internal Audit:

Audit Observation:

Dealing Official

Supdt.

AR (Audit)

(D) Expenditure Sanctioning Authority:

Approved / Not Approved

HOD/DORD/Dy-Director/Director

Enclosures: 1. Print-out from GeM