

INDIAN INSTITUTE OF TECHNOLOGY KANPUR**Non-GeM**Purchase Proposal Request Form

File No. _____

To:
Officer In-charge
Store and Purchase Division
IIT Kanpur

Department Indent No.: _____
Department : _____
Indenter PF No. : _____

Indent Date: _____
Quotation Attached (Y/N): _____

Type of Material		Purchase Order Type	
Consumable		Normal	
Non-Consumable		Rate Contract	
Limited Type Asset		✓ Please Tick where-ever applicable	
Service/Works			

Details of Required Items:

Sl. No.	Complete Description of Items (Specification Model, Catalog No.) use separate sheet if required	Stock Held on date (where ever applicable)	Quantity Required	Purpose	Approx Unit price	Approx Total cost
Total						

Budget Details:

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

Suggested Supplier:

Sl.No.	Name of the Supplier	Address

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 goods/services intended to be procured (as above) is/are not available on Government e-Marketplace (GeM) or the supply of the same through GeM is not available in Kanpur.

Indenters name**Head of the Department****DORD/Dy.Director/Director**

Name: _____

PF No: _____

Email: _____

Phone No. _____

Enclosures: 1. Quotations, 2. Committee approval, 3. Committee report, 4. Relevant Certificates as per Rule 154 or 155 of GFR-2017, if applicable, 4. Enquiry, if applicable