

INDIAN INSTITUTE OF TECHNOLOGY, Kanpur
Purchase Proposal Request Form

File No. :

To
 Officer In-charge
 Stores & Purchase Section
 IIT Kanpur

Department Indent No.		Indent Date	
Department		Quotation Attached (Y/N)	Yes
Indenter PF No.		GST / CDEC required (Y/N)	

Type of Material		Purchase Order Type	
NC		Normal	
LTAS		Rate Contract	
Consumable			
Service/Works		Please Tick where-ever applicable	

Details of Required Items :

Sl. No.	Complete Description of Items (Specification Model, Catalog No) use separate sheet if required	Stock Held on date (wherever applicable)	Quantity required	Purpose	Approx Unit Price (Incl/Excl of Taxes & other charges)	Approx Total Cost
1				R&D purpose		
Total						

Delivery Period		Warranty if any :	
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Payment Terms	
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Any specific remark :

Budget Details :

Sl.No.	Department Name/Project No.	Budget Head	Budget Amount
1			

Suggested Supplier :

Sl.No.	Name of the Supplier	Address
1		

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

	Upto 10000.00	>10000.00 Upto 5 Lacs	> 5 Lacs upto 25 Lacs	> 25 Lacs upto 50 Lacs	> 50 Lacs upto 10 Crores
	(NC/LTAS/Cons/ Services)	(NC/LTAS/Cons/Services)	(NC/LTAS/Cons /Services)	(NC/LTAS/Cons /Services)	(NC/LTAS/Cons/ Services)
	Forwarded/Approved	Forwarded/Approved	Forwarded / Approved	Forwarded/ Approved	Approved
Indenter Name & signature	Officer-In-charge	Dean / Registrar / Libr / HOD / HOS / P.I	DORD	Dy. Director	Director

Enclosures (1) Quotations, (2) Committee approval, (3) Committee report, (4) Relevant Certificates as per Rule 154 or 155 of GFR 2017, if applicable, (5) Enquiry, if applicable

