

P- 03 (B)

Purchase proposal request form for products available on Government eMarketplace (GeM)
Prime Minister's Research Fellowship

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 (LTAS) | |
| 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.

Indentor'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.

JR (Audit)

(D) Expenditure Sanctioning Authority:

Approved / Not Approved

HOD/DORD/Dy-Director/Director

Enclosures: 1. Print-out from GeM

***Note:** The Indenter for any purchase could preferably be the PhD supervisor or HOD or HOD's nominee. The details of the purchase would be recorded in respective PMRF stock registers maintained at the Department.