

**Indent & Administrative-cum-Purchase Committee Approval Form**

- ☐ For Purchase (Rs. 50,000 to Rs. 5 Lakh)
- ☐ For GeM Comparison Method (Rs. 50K to below 10 Lakhs)
- ☐ Scientific Equipment and consumables for research purposes (From Rs. 2 Lakh to Rs. 25 Lakh) \*

Indent No.			Indent Date	
Name of the Indenter			PF No	
Dept./Office/Section			Designation	
Disbursement A/C Details			Email	
Type of Item (Tick one)	<input type="checkbox"/> Non-Consumable <input type="checkbox"/> Limited Time Asset <input type="checkbox"/> Consumable <input type="checkbox"/> Services			
Delivery Period	..... days	Warranty	..... months	
PBG (3 to 5%)	Yes (.....%) / No	Duration (For Service)	00 Months / Year / Week/ Days	

**Details of Item(s) to be purchased:**

S No	Description of the Goods / Service (Attach technical specification)	Quantity	Estimated Amount
1.			
2.			
Total Estimated Amount (Inclusive of all taxes)			

\*Please attach the documents in support of cost estimation.

<b>*This declaration is applicable in cases where the procurement concerns scientific equipment and consumables designated for research activities.</b>	
As per the special provisions provided under OM No. F./20/42/2021-PPD dated 05.06.2025, hereby declare that the aforesaid item falls under the category of Scientific Equipment and consumables, and it will be used for research purposes only.	<input type="checkbox"/> Yes / <input type="checkbox"/> No

The proposed purchase, along with the following purchase committee, may kindly be approved:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**It is certified that.**

- Description, technical specification, and quantity are in conformity with the guidelines in the Procurement Manual for Goods & Services.
- Technical and financial approvals have been obtained at appropriate levels as per DFPRs.
- Funds are provisioned in the budget.
- The quantity indented does not exceed any sales, consumption, or usage limits of requirements, if any, laid down by the competent authority.

Signature of the PI/Indenter	Approved <input type="checkbox"/> Forwarded <input type="checkbox"/> (Up to Rs. 10 lakhs)	Approved
	Deans/Registrar/Librarian/HOD/HOS	Deputy Director / Director

**Note: As per DFPRs-2022:**

- Members must be Faculty and/or Group A officers nominated by HOD.

**Submission:** A scanned copy of the duly approved form, along with technical specifications and supporting documents, shall be emailed to: [gem@iitk.ac.in](mailto:gem@iitk.ac.in) for further processing.