

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

For Purchase (Rs. 5 Lakh to 50 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	
EMD (2 to 5%)%	PBG (3 to 5%)%	
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.**

*This declaration is applicable in cases where the procurement concerns scientific equipment and consumables designated for research activities.	
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

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.

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

Technical Evaluation Committee: 1. _____ (PI/Indenter) 2. _____ (HOD or Nominee) 3. _____ (One Faculty member or One Group A officer, preferably from other department, who has knowledge in the respective field)	Financial Evaluation Committee: 1. _____ (PI/Indenter) 2. OIC (S&P) or nominee 3. OIC (Internal Audit) or nominee 4. OIC (F&A) or nominee
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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**Submission:** A scanned copy of the duly approved form, along with technical specifications and supporting documents, shall be emailed to: gem@iitk.ac.in for further processing.