

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

For Purchase (Above Rs. 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.*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:	Financial Evaluation Committee:
1. _____ (PI/Indenter)	1. _____ (PI/Indenter)
2. _____ (HOD or Nominee)	2. OIC (S&P)
3. _____ (One Faculty member or One Group A officer, preferably from other department, who has knowledge in the respective field)	3. OIC (Internal Audit)
	4. OIC (F&A)

	Forwarded	Approved	Approved
Signature of the PI/Indenter	Deans/Registrar /Librarian/HOD/HOS	Deputy Director / Director	FC/BOG

Note: As per DFPRs-2022**Submission:** A scanned copy of the duly approved form, along with technical specifications and supporting documents, will be emailed to: gem@iitk.ac.in for further processing.