

**Purchase Acceptance cum Financial Approval Form (Imports)**

Indent No		Indent Date	
GeM / CPP / Quotation Ref No.		Date.	
Name of the Indenter		PF No.	
Email Id		Designation	
Dept./Office/Section			
Item Category (Tick one)	<input type="checkbox"/> Non-Consumable <input type="checkbox"/> Limited Time Asset <input type="checkbox"/> Consumable <input type="checkbox"/> Services		
Item Type (Tick One)	<input type="checkbox"/> Dangerous <input type="checkbox"/> Non-dangerous <input type="checkbox"/> Perishable		
Import Policy (Tick One)	<input type="checkbox"/> Free <input type="checkbox"/> Restricted (If the item is restricted, obtain an import license from the DGFT portal before dispatch)		

Past Procurements

Sl No	Supplier Name	Order Reference & Date	Quantity	Amount	Remarks
1					

Details of required Goods / Service.

Sl No.	A complete description of Goods/Services intended to be	HSN/CTH	Quantity Required	Unit Price	Currency	Total Amount
1						
2						
	Shipping Cost (If quoted by the supplier)					
a	Freight Charges					
b	Insurance Charges					
c	Packing & Forwarding Charges					
d	Documentation Charges					
e	LC/TT(SWIFT) Charges (Foreign Bank)					
f	Miscellaneous Charges					
Total Order Value in Foreign Currency						
Total Order Value in Indian Rupees (A)						

Additional Charges

Sl. No.	Charge Description	Amount in INR
1	Freight Charges	
2	Insurance Charges	
3	Transportation from New Delhi to IIT Kanpur	
4	Basic Customs Duty (5% on Assessable Value)	
5	Social Welfare Surcharge (10% on Basic Customs Duty)	
6	Health Cess (5% on Assessable Value)(Applies to goods listed under	



	tariff heading 9018, 9019, 9020, 9021 and 9022)	
7	Agency Commission	
8	GST 18% (Applicable on Total (A) and Additional Charges (1 to 7))	
9	Clearance Charges (AAI, DO and Agency Commission, etc.)	
10	LC/TT(SWIFT) Charges (Buyer Bank)	
11	Exchange Rate Variation (2.5%on Total (A) and Additional Charges (1 to 8))	
	Total (B)	
	Total estimated amount(A+B) for the Budget commitment.	

Budget Details:

Sl.No.	Department Name	Budget Head	Budget Amount
1.			
2.			

Details of L1 Bidder / Supplier / Vendor:

Principal Supplier Name:	
Address:	
Contact Details:	
Email:	
Indian Agent Name:	
Address:	
Contact Details:	
Email:	

Terms & Conditions:

1	Payment Terms:	
2	Warranty:	
3	AMC/CMC value per annum:	
4	Shipping Terms/Incoterms	
5	Delivery Period:	
6	Validity Period of the Quote/Price Bid:	

Other Information:

1	Country of Origin of Goods:	
2	Port of Loading:	
3	Shipment Mode (Air/Ship/Courier)	
4	Gross Weight (Approx):	
5	Dimensions (Approx): L x B x H in cm	

Intender's Signature

HOD Signature

**To be Verified by Import Unit(S&P):**

Dealing Official(S&P)

Jr. Superintendent. / Superintendent

Officer-In-Charge (S&P)

To be filled by Concerned Budget Unit:

Department Code		Budget Head	
Funds Available		Funds Committed	Rs.
Commitment Reference No., if any			

Verified: Sufficient funds are available under the above-mentioned budget head, and the required amount has been committed.

Dealing Official(F&A)

Officer-In-Charge (F&A /Others)

To be filled by Internal Audit:

Audit Observation

Dealing Official (IA)

Jr. Supdt./Supdt. (IA)

Officer In-Charge (IA)

Expenditure Sanctioning and Purchase Acceptance Authority

Approved / Not Approved
PI/Dean/Registrar/Librarian/HOD/HOS/Dy-Director/Director

** As per DFPRs-2022, Power to approve the Purchase is as follows:

- PI (for R&D project purchases)/Deans/Registrar/Librarian/HOD/HOS: up to Rs. 10 Lakhs
- ADRD (for R&D project purchases): up to Rs.50 Lakhs
- DORD (for R&D project purchases only) : up to Rs. 1 Cr
- Dy. Director: up to Rs. 1 Cr
- Director: up to Rs. 20 Crores
- FC & BOG.: Full Powers