INGLISH INSTITUTE OF TECHNOLOGY, KANPUR
Purchase proposal request form for Products/Services

To,
The Officer-In-Charge,
Central Store & Purchase Section,
IIT Kanpur.

Department Indent No.__________________________ Indent Date: ____________
Department: _______________________________

(A) To be filled by Indenter:

Indenter’s Details:

<table>
<thead>
<tr>
<th>Name</th>
<th>PF No.</th>
<th>Email Id</th>
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Type of Material:

- Consumable
- Non-Consumable
- Limited Time Asset
- Services

(Please tick whichever is applicable)

Purchase Order Type:

- Normal
- Rate Contract

Details of Required Items:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>A complete description of Goods/Services intended to be procured</th>
<th>Stock held as on date</th>
<th>Quantity Required</th>
<th>Unit Price</th>
<th>GST Rate applicable</th>
<th>Total cost With Taxes</th>
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<td>Total</td>
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Delivery Period

Warranty/Guarantee
## Budget Details:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Department Name / Project No.</th>
<th>Budget Head</th>
<th>Budget Amount</th>
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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.
3. Certified that the price quoted by the firm is reasonable as per the knowledge and prevailing market rate.

**Intender’s Signature**

(B) Expenditure Sanctioning Authority:

Approved / Not Approved

**PI/Dean/Registrar/Librarian/HOD/HOS/ADRD/DORD/Dy-Director/Director**

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

- a) PI (for R&D project purchases)/Deans/Registrar/Librarian/HOD/HOS: upto Rs. 10 Lakhs
- b) ADRD (for R&D project purchases): upto Rs. 50 Lakhs
- c) DORD (for R&D project purchases only): upto Rs. 1 Cr
- d) Dy. Director: upto Rs. 1 Cr
- e) Director: upto Rs. 20 Crores
- f) FC & BOG.: Full Powers

**Enclosures:**

1. Committee Approval
2. GeM ARPTS report
3. Enquiry/Tender documents, if applicable
4. Quotations / Bids
5. Committee Report