GeM **PUR-03B**

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

Purchase proposal request form for Products/Services available on Government eMarketplace (GeM)

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

GeM Ref No._____
Date_____

(A) To be filled by Indenter:

Dept. Indent No.: _____ Indent Date: _____

Department: _____

Indenter's Details:

Name	
PF No.	
Email Id	

Type of Material:	
Consumable	
Non-Consumable	
Limited Time Asset	
Services	

(Please tick whichever is applicable)

Item Details of Required Items:

Sl.No.	A complete description of Goods/Services intended to be procured	Stock held as on date	Quantity Required	Unit Price	GST Rate applicable	Total cost With Taxes
Total Cost						

Budget Details:

Sl.No.	Department Name / Project No.	Budget Head	Budget Amount

Suggested Supplier	

Delivery Period	
Warranty/Guarantee	
Payment Term	

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 **HOD Signature**

(B) To be filled by Concerned Budget Unit:

Budget Head	
Funds Available	
Funds Committed	

Verified: Sufficient funds are available under above mentioned Head and required amount has been committed.

Dealing Official **Officer In-Charge**

(C) To be filled by Internal Audit:

Audit Observation:

Dealing Official **Supdt.** **Officer In-Charge**

(D) 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