भारतीय प्रौद्योगिकी संस्थान, कानपुर
INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
केंद्रीय भंडारण एवं क्रय अनुभाग
CENTRAL STORES & PURCHASE SECTION

Indent & Administrative-cum-Purchase Committee Approval Form-Non-GFR Purchase

☐ **Purchase for goods and services (Above ₹50,000 to ₹2.5 Lakh)**

Indent No.			**Indent Date**	
Name of the Indenter			PF No	
Dept./Office/Section			Designation	
Disbursement A/C Details / Project No.			Email	
Type of Item **(Tick one)**	☐ Non-Consumable ☐ Limited Time Asset ☐ Consumable ☐ Services			
Delivery Period	**………. days**	Warranty	**…………. months**	
PBG (3 to 5%)	**Yes (………%) / No**	Duration (For Service)	**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)		

****Above estimated cost is based on the last purchase price/informal market survey for the said item/similar item.**

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

1. ____

2. ____

3. ____

It is certified that.

i) Description, technical specification, and quantity are in conformity with the guidelines in the Procurement Manual for Goods & Services.
ii) Technical and financial approvals have been obtained at appropriate levels as per DFPRs.
iii) Funds are provisioned in the budget.
iv) The quantity indented does not exceed any sales, consumption, or usage limits of requirements, if any, laid down by the competent authority.

	Approved
Signature of the PI/Indenter	**HOD**

***As per Directorate Office Order No. DIR/IITK/2018/OO-117 dated 26.12.2018**