



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

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

Purchase for:

(i) Goods and services: above ₹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
EMD* (2 to 5%)	% / No	PBG* (3 to 5%)	% / No
Duration (For Service)	Months / Year / Week/ Days		

*EMD and PBG is mandatory for all procurements exceeding ₹10 lakhs for common use goods and ₹25 lakhs for scientific equipment's and consumables.

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.

- 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.

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

1.	
2.	
3.	
4.	Representative of OIC (S&P)
5.	Representative of OIC (Internal Audit)
6.	Representative of OIC (R&D/DOSA/GATE/JEE/OOA)

	Approved
Signature of the PI/ Indenter	DORD / Director

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