

Shipping Cost (If quoted by the supplier):		
1	Freight Charges	
2	Insurance Charges	
3	Packing and Forwarding Charges	
4	Documentation charges	
5	Other Charges, if any	
6	Agency Commissions, if any	
7	Discounts, if any	
8	Total Cost in Foreign currency:	
9.	Shipping Terms / Incoterms : <i>(Choose one of the below options, as applicable)</i> (1) Ex-Works (2) FCA (3) FOB (4) CIF/CIP (5) DAP (6) Others :	
1. Ex-Work; Free on Board Value (FOB); Cost-Insurance-Freight (CIF); Cost & Freight (C&F); Free Carrier Arrangement (FCA) ; Delivered at Place (DAP)		

V. Terms & Conditions:

	Item	Description
1	Guarantee/Warranty (Yrs.)	
2	AMC Value per annum	
3	Costs for additional warranty, if any	
4	No. of Preventive Maintenance Service visits per annum	
5	Validity period of quotation (Min. 60 days)	
6	Delivery Period (in weeks)	
7	Payment Terms: <i>(Choose one of the below options, as applicable)</i> a) TT (Advance) [It is permissible upto US\$ 10,000 or its equivalent only] b) Letter of Credit c) CAD (Preferable for Ex-W, FCA and FOB shipments only) d) Net 30 e) Others (Please specify)	

VII: Other information for import:

Sl No.	Particulars/Specifications	Description
1	Country of Origin of goods	
2.	Port of Loading	
3.	Shipment Mode: (a) Air (b) Ship (c) Road (d) Rail (e) Others	
4.	Approximate Dimensions after packing	
	Length X Breadth X Height in cm	
	Gross Weight	

IX: Approval of Expenditure Sanctioning Authority:

Approval is subject to availability of Funds at the time of SR Generation				
Indenter /P I	HoD	DoRD	Dy. Director	Director



Indian Institute of Technology, Kanpur

Annexure- I

NOT MANUFACTURED IN INDIA CERTIFICATE (N.M.I.C.) CUM PROPRIETARY CERTIFICATE

To the best of my knowledge, the required material as per requisition no. dated is not manufactured in India and its equivalent substitute is also not Available in India which can serve our purpose.

Further, I have also referred following books which are available in Dean (R&D) office and confirmed that the required items in the said indent, is not manufactured in India.

1. Hand book of indigenous manufactures (Chemical and miscellaneous stores) published by India Investment Centre, New Delhi.
2. Hand book of indigenous manufacturers (Engineering stores) published by India Investment Center, New Delhi.
3. Directory of Scientific Instrument Investments.
4. Components manufactured in India published by CSIO, Chandigarh.

Signature of the indenter (s)
with office seal & date

PROPRIETARY CERTIFICATE

I hereby certify to the best of my knowledge and belief that the stories indented for are of proprietary dealers being M/s: and the requirement of the department will not be met by substitute stores due to the following reasons:

1.
2.

This is against purchase indent no.

Signature, Head of the Department
with office seal & date

Signature of the indenter (s)
with office seal & date

LIST OF GOODS

Sr. No.	Complete Description / Specification of Items as mentioned in the recommended Quotation :	Model No. / Part No.	Qty.

Signatures of the indenter (s)
with office seal & date

CHECK LIST

Please put (√) or relevant remarks in the box after ensuring completion of the activity.

1. Whether budget provision is clearly mentioned for budgetary control.	
2. Whether the committee is approved by the competent Expenditure Sanctioning Authority.	
3. Whether the proposed item is available on GeM.	
4. Whether the cost of the proposed item is less than 25,000/-. Please enclose certificate as given in Rule 154 of GFR 2017.	
5. Whether the cost of the proposed purchase is less than 2.5 Lakh. Please enclose Committee Report as per Rule 155 of GFR 2017.	
6. Whether the Tender Enquiry is published on Institutes website and on CPPP (Applicable for single source purchase costing above 2.5 Lakh).	
7. Whether the cost of the proposed purchases is above 2.5 Lakh and the bids have been sought through e-procurement system.	
8. Whether proper justification is given in terms of quality and price reasonability when single offer (quotation) is considered.	
9. Whether Purchase Proposal Form is approved by competent Expenditure Sanctioning Authority. Please refer to the below table for reference.	
10. Whether the Quotation has been signed by the Indenter/HOD/all Committee members (as applicable).	
11. Whether certificate relating to NMIC/Proprietary Certificate (Annexure-I).	
12. Whether valid authorization letter from Principal Supplier in favour of Indian Agent is attached.	
13. Whether Agency Commission has been specifically mentioned which is to be paid in Indian Currency.	
14. Whether the GUARANTEE/WARRANTY period of equipment has been specified.	
15. Whether the quotation is valid for 60 days from the date of issue.	
16. Whether the partial shipment is being contemplated, if so, the same is not acceptable.	
17. Whether insurance is being arranged by Institute, if so, please mention that clause in the enquiry.	
18. Whether quotation value is in Foreign Currency.	
19. Whether all the quotations/Bids received in response of the tender are enclosed.	
20. Whether the committee recommendation report/Comparative Statement is enclosed.	
21. Whether a List of Goods (Annexure -II) (2 copies) is enclosed duly signed and stamped.	
22. Whether delivery period is mentioned on the quotation.	
23. Whether the correct payment terms have been opted. Please note that advance payment is permissible only upto USD 10,000/- or its equivalent.	
24. Whether the correct shipping terms/incoterms (Ex-W/FCA/FOB/CIF/CIP/DDP) has been opted. It is advisable to place the purchase proposal preferably on FOB/FCA basis to avoid demurrage charges.	
25. Whether any performance security is required to be submitted by the seller.	

Signatures of the indenter
With Office seal and date

Certificate under Rule 154 of GFR 2017

“I, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.”

(Signatures of the Indenter)

Certificate under Rule 155 of GFR 2017

“Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/Department concerned.”

Member 1

Member 2

Member 3

Expenditure Sanctioning Authority

Sr. No.	Competent Financial Authority	Non-Consumable (NCS), Limited Time Asset Store (LTAS) Consumable Store (CS)
1.	Officer- In-charge	Up to Rs.10,000.00
2.	Deans/Registrar/Librarian/HOD/HOS/Project Investigators (for project purchases only)	Up to Rs.5 Lakhs
3.	DORD(for project purchases only)	Up to Rs.25 Lakhs
	Deputy Director	Up to Rs.50 Lakhs
4.	Director	Up to Rs.10 Crores