



अनुसंधान एवं विकास अनुभाग, भारतीय प्रौद्योगिकी संस्थान रोपड़
Research & Development Section, Indian Institute of Technology Ropar
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R&D SP-02 Form

In compliance with the Circular Dt. 04.06.2025, please submit form/docs through eOffice

दिनांक/Date: _____

Indent-cum-Recommendation (>Rs. 2 Lakhs to Rs. 25 Lakhs)

(Modes: GeM-L1/Local Committee through Quotation under GFR Rule 149/155 & MoF OM Dt. 05/06/2025)

- मांगकर्ता/Indenter:		- विभाग/Department:	
- परियोजना/Project:		- बजट शीर्ष/Budget Head:	
- क्रय प्रकार/Buy Type:		- वस्तु प्रकार/Item Type:	

Check list (documents requirement)

- Committee approval (If require, use Form SP-03A for purchase >Rs. 2 Lakhs) |
- Quotation / L1 comparison with golden parameters & date signed by the committee members.
- PBP Notice recommended, if option available (the notice of L1 item is published for 3 days to get the best offer).
- GeM Bidding recommended (with minimum bid duration of 10 days) | **Consignee Name** (having a GeM ID):
In case of Non-GeM Purchase following may be checked: |
- GeM (Non) Availability Report (GAR) enclosed. GAR with "brand name/features" require **prior approval.**
 (Reason, if not enclosed: _____).
- Purchase > Rs. 5 Lakhs (at least 20% **Local Content** is declared) | **Country of Origin** mentioned in the Quotation:
- Authorization (if applicable) | - Price Reasonability certificate (for >Rs. 2 Lakhs purchase) |
- Installation Site for the equipment (if applicable) is ready/work initiated.

वितरक/Supplier:		निविदा#/Quot.#		
क्रमांक/S.N.	विवरण/Description	मात्रा/Qty	दर/Rate(₹)	योग/Amount(₹)
Reason for a non-standard PO term required, if any (refer SP-02A form):				
		वस्तु एवं सेवा कर/GST@		
			कुल योग/Total=	

(Essential Certificate)

"It is certified that we, the undersigned purchase committee members, are jointly and individually satisfied that the recommended items are of requisite specifications and quality, prices are according to the prevailing market rates and the supplier recommended is reliable and competent to supply the goods proposed to be procured".

(Indenter/PI)

(Member)

(Member)

भंडार एवं क्रय / Stores & Purchase	लेखा / Accounts
The purchase proposal is checked and found in order for further processing, please.	Budget noted, funds available under above mentioned head is Rs. _____, debit to _____.
(सम्बंधित सहायक)	(सम्बंधित सहायक)
लेखा परीक्षा अनुभाग / Audit Section (For Purchase > Rs. 2 Lakhs)	
The purchase proposal is checked and found in order/following are the observations:	
(सम्बंधित सहायक)	(उप कुलसचिव)

अनुमोदन हेतु प्रस्तुत/Submitted for approval, please.

सहायक कुलसचिव
Assistant Registrar

अधिष्ठाता (अनुसंधान एवं विकास)/Dean (R & D)
 -Approved (Direct Purchase < Rs.15 Lakhs)/Tendering
 -Recommended (Direct Purchase >Rs.15 Lakhs)

(निदेशक/Director)
 -Approved Direct Purchase
 > Rs. 15 Lakhs

Note: In case of tender, the proposal to be submitted to the Auditor/Director's approval post bidding.