

## अनुसंधान एवं विकास अनुभाग, भारतीय प्रौद्योगिकी संस्थान रोपड़ Research & Development Section, Indian Institute of Technology Ropar

Rupnagar, Punjab-140001, Ph. 01881-231149, E-mail: purchase.rnd@iitrpr.ac.in

R&D SP-02 Form | SP-02A form may be used to invite Quotation for requirement compliance दिनाँक/Date:

Indent-cum-Recommendation (<u>>Rs. 2 Lakhs to Rs. 25 Lakhs</u>) - (For Non-R&D Goods, Normal Limit/Rule Applies)

- मांगकर्ता/Indenter: - परियोजना/Project: - क्रय प्रकार/Buy Type:				- विभाग/Department:		
				- बजट शीर्ष/Budget Head:		
			- वस्तु प्रकार/Item Type:			
Check list (Docs requirement)	<ul> <li>Committee constitution approval (If required, use Form SP-03A for purchase &gt;Rs. 2 Lakhs)</li> <li>Quotation / L1 comaparion with golden parameters &amp; date signed by the committee members.</li> <li>PBP Notice recommended, if option available (the notice of L1 item is published for 3 days to get the best offer).</li> <li>GeM Bidding recommended (with minimum bid duration of 10 days)   Consignee Name (having a GeM ID):</li> <li>Installation Site for the equipment (if applicable) is ready.</li> <li>In case of Non-GeM Purchase following may be checked:</li> <li>GeM (Non)Availability Report (GAR) enclosed. GAR with "brand name/features" require prior approval except Proprietary items where it is required (Reason, if not enclosed:</li> <li>Checked SP-02A form for T&amp;C for the supplier and certificates required.</li> </ul>					
वेतरक/Sup	वेतरक/Supplier:			निविदा#/Quot.#		
क्रमांक/S.N.		विवरण/Description		मात्रा/Qty	दर/Rate(₹)	योग/Amount(₹
are of requi	site specific	the undersigned purchase con	nmittee members, are according to the preva	t Purchase through LPC  jointly and individually satisfi  illing market rates and the sup		ommended items
			Certificate for Pr			
and is Av	ailable on	est of my knowledge, the inde GeM/marketed by their only be incorrect we will be solely	authorized distribute			dia. If the above ving reasons:
Indenter/PI)		(Member)			(Membe	
		ार एवं क्रय / Stores & Purcha			Accounts	
PL 1 1 4 1	s checked fo	r further processing, please.	Budget noted, funds	available in above head is Rs	, debitabl	e to
ne indent is	यक)	(कनिष्ठ अधीक्षक) लेखा प्रनिक्षा अनुभाव	(सम्बंधित सहायक) T / Audit Section (Fo	or Purchase > Rs. 2 Lakhs)	(	सहायक कुलसचिव)
सम्बंधित सहार						
सम्बंधित सहार	se proposa	l is checked and found in ord				
सम्बंधित सहार		l is checked and found in order	er/following are the o			(उप कुलसचि

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