R&D SP-03 Form

In compliance to Circular Dt. 04.06.2025, please submit form/docs through eOffice   दिनाँक/Date: _____

Indent-cum-Recommendation (<u>Above Rs. 25 Lakhs</u>) : Bidding Purchase
(Modes: GeM/CPPP/Proprietary under GFR Rule No. 161/162/166 & MoF OM Dt. 05/06/2025)

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

- Purchase **committee approval** enclosed (if not yet approved, **SP-03A / B** form may be used).
- **GeM product** page is enclosed / - **Specifications duly recommended** by the <u>committee members</u> is enclosed.
- In case of **GeM Customized/CPPP** Bidding, GeM (Non) Availability Report (**GAR**) is required on the GeM/CPPP portal.
- **Warranty** duration: ___ years/**AMC** duration: ___ years (if required) | **AMC** to be included for L1:   Yes /   No
- **Installation Site** for the equipment (if applicable) is ready / work initiated.

क्रमांक/S.N.	विवरण/Description	मात्रा/Qty	अनु. लागत/Est. Cost(₹)

Tendering may be initiated and following prospective vendors may also be intimated (enclosed sheet, if required):

_____

_____

Certificate for Proprietary Item/s (If applicable)
Certified that to the best of my knowledge, the indented item(s) is/are the proprietary item of M/s _____
and is marketed by their authorized distributor/s M/s _____ in India. If the above statement is found to be incorrect we will be solely responsible. No other make or model is acceptable for the following reasons:

_____

_____

(Indenter/PI)	**(Member)**	**(Member)**	**(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._____ debitable to _____.
(सम्बंधित सहायक)	(सम्बंधित सहायक)

अनुमोदन हेतु प्रस्तुत/Submitted for administrative approval, please.

सहायक कुलसचिव	**अधिष्ठाता (अनुसंधान एवं विकास)**
Assistant Registrar	Dean (Research & Development)