



अनुसंधान एवं विकास अनुभाग, भारतीय प्रौद्योगिकी संस्थान रोपड़  
Research & Development Section, Indian Institute of Technology Ropar  
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R&D SP-01 Form

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

दिनांक/Date: \_\_\_\_\_

**Indent-cum-Recommendation (Up to Rs. 2 Lakhs)**  
(Purchase of Goods Without Inviting Quotation - GFR Rule Nos. 149/154 & MoF OM Dt. 05/06/2025)

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

- GeM product page / Search string with golden parameters and L1 comparison with date for > Rs. 50,000/- is enclosed.
- 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: \_\_\_\_\_).
- Country of Origin mentioned in the Quotation: \_\_\_\_\_ | - Purchase Order required by the vendor.

Purchase is intended as follows.

Supplier:	Quot.#/Date	Qty	Rate(Rs.)	Amt(Rs.)
S/N	Item's details (enclose sheet, if required)			
Reason for a non-standard PO term required, if any (refer SP-02A form): _____				
वस्तु एवं सेवा कर/GST@				
कुल योग/Total=				

"It is certified that I am 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) \_\_\_\_\_ (Project PI)  
(Approved ≤Rs.1 Lakh, subject to funds availability)

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 head is Rs. \_\_\_\_\_, debit to \_\_\_\_\_.

(सम्बंधित सहायक)

(सम्बंधित सहायक)

अनुमोदन हेतु प्रस्तुत/Submitted for administrative approval, please.

सहायक कुलसचिव  
Assistant Registrar

अधिष्ठाता (अनु. व वि.)/Dean(R&D)  
(Approved >Rs.1 Lakh)

**Note:-** Budget confirmation will be sent to the indenter for GeM purchase up to Rs. 1 Lakh/Non-GeM direct purchase up to Rs. 50,000/-.  
- Order will be placed by the R&D Section for GeM purchase >Rs. 1 Lakh/Offline PO (if required).