भारतीय प्रौद्योगिकी संस्थान रोपड़ **SPS-101**

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

File No. Dated: \_\_\_\_\_.\_\_.\_\_\_\_\_\_

**Indent for Purchases Below Rs. 25000**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Indenter’s Name & Deptt:** | | |  | | | |
| **Budget Head & Sanctioned Budget:** | | |  | | | |
| **Name of the Item (Attach list in case the no of items are more) :** | | |  | | | |
| **Approx Cost:** | | |  | | | |
| **Category ( Tick Appropriate ):** | | | **Consumables [ ] LTA [ ] Non-Consumables[ ]** | | | |
| **Budgetary Approval Enclosed:** | | | **Yes[ ] No[ ]** | | | |
| **Certified that the space is ready for installation of the equipment in Deptt/Centre/Unit on its arrival:-** | | | **Yes [ ] No [ ] NA [ ]** | | | |
| **Is Goods are required for Research Purpose:** | | | **Yes [ ] No [ ]** | | | |
| **If required for Research Purpose then Certificate for claiming concessional GST under notification no. 45/2017 & 47/2017:** Certified that purchase of above goods for which concessional GST is claimed is required for research purpose only. | | | | | | |
| **GeM Purchase:** | | | **Yes [ ] No [ ]**  **11. For Government e-Marketplace (GeM)**   * **Whether the goods/services intended to be procured (as above) is/are available on Government e-Marketplace (GeM) or the supply of the same through GeM:**   **Yes [ ] No [ ]**   * **If available on the GeM, please attach the specification of the item as available on the GeM.** | | | |
| * If available on GeM, specifications of the item as available on the GeM are attached. In case of non-availability of the items on the GeM, GeMAR&PTS ID attached. | | | | | | |
| **Recommendations of the Indenter (If required, separate sheet can be attached for detailed specifications):** | | | | | | |
| **Mode of Enquiry: ( Tick Appropriate )** | | **Telephone[ ] E-mail[ ] Spot Visit[ ] Vendor’s Website[ ] GeM[ ]** | | | | |
| **No. of Quotation(s) received:** | |  | | | | |
| The indenter recommends the purchase of the following items from **M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** against quotation no: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_dated**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Quotation(s) has/have been signed by the committee members. | | | | | | |
| **S. No.** | **Description** | | | **Qty.** | **Rate(Rs.)** | **Amt(Rs.)**  **Amt(Rs.)** |
| 01 |  | | |  |  |  |
|  | Tax@\_\_ | | | | |  |
|  | **Total** | | | | |  |

“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”.

**Recommended Mode of Payment:**

**Delivery Period:**

**Signature of the Indenter**

**HOD/PI (for external projects only)**

|  |  |  |  |
| --- | --- | --- | --- |
| **For use by Budget Section** | | | |
| **(Amount in Rs.)** | | | |
| **Budget Sanctioned** |  | | |
| **Budget Available** |  | | |
| **Budget Booked** |  | **Budget Head** |  |
| **Balance Budget** |  | | |
| **Accountant/ JAO** | **AO** | **AR/DR/JR, Accounts** | |

**For use by the Purchase Section**

Quotation signed by all the committee members. Calculations indicated above have been checked and found in order. Purchase proposal (Page no.\_\_\_\_\_\_to\_\_\_\_\_\_\_) is in order. The Competent Financial Authority (CFA) may kindly accord financial sanction to the extent of **Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_only) for the above purchase.

**J.S./Supdt (P) AR/DR/JR**

**Recommended/Not Recommended Approved/Not Approved**

**REGISTRAR HOD**

**Instructions**

1. The Purchase committees may be constituted as per Store and Purchase manual’s Rule No. 7 before initializing the purchase in order to effect this purchase. The relevant provision for constitution committee can be assessed at Store and Purchase website: [www.iitrpr.ac.in](http://www.iitrpr.ac.in)

2.As per this Office Memorandum No.F.1/26//2018-PPD dated.02.04.2019 received from the Ministry of Finance, Department of Expenditure, Procurement Policy Division that Common Use Goods and Services are to be procured mandatorily through GeM as per GFR Rule 147 & 149 and institute office order No.1412-19/ADMN-GeM/PS/487 dt.05.02.2020.

3. The procurement of the second laptop from the Department Fund subject to the circular no. Reg-1/2018/IITRPR/167 dated 31.08.2018. As per circular, the faculty member can procure second laptop only after four years of first procurement irrespective of the source of funding like institute/CPDA. This will not be applicable on the procurement of laptops from the projects.

4. All the purchases of furniture should be done through Store and Purchase Section as per the circular no. 752 dated 17.02.2020.