भारतीय प्रौद्योगिकी संस्थान रोपड़ **SPS-102**

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

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

**Indent-cum-recommendation form**

**for Purchases from Rs. 1.0 Lac to 10.0 Lac for Non-GeM / Rs. 50000 to 10.0 Lac for GeM**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Indenter’s Name, Designation & 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 [ ]** | | | | |
| **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 (in case of GeM bidding) & comparison sheet (in case of L-1 purchase) of the item as available on the GeM are attached. * In case of item(s) is /are not available on GeM, a GeMAR&PTS ID report is attached. * Non-GeM purchase value >Rs.5 lacs (local content of atleast 20% is declared by the supplier) * Non-GeM purchase: Country of origin mentioned in the quotation. | | | | | | | | |
| Consignee details:  (To deliver the order) | | Name: | | Address: | | | | |
|  | | | | | | | | |
| **Proposed Committee Member(s) Name:** | | | | | | | | |
| **S. No.** | **Committee Members (Faculty / Group A Officer)** | | | | **Name of Committee Member(s)** | | | |
| 1. | Member-1 | | | |  | | | |
| 2. | Member-2 | | | |  | | | |
| 3. | Member-3 | | | |  | | | |
| **Recommendations of the Committee (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 committee 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** | | | | | | |  |

**“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 in question”.**

**Recommended Mode of Payment:**

**Delivery Period:**

**Signature of the Indenter**

**(Member) (Member) (Member)**

**HOD**

**Part-B**

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

**For use by the Central Stores & 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.

|  |  |  |
| --- | --- | --- |
| **JA/SA/OA** | **JS/Supdt.** | **AR/DR/JR** |
| The purchase proposal has been pre-audited and found in order/following are the observations. (in case of purchases costing Rs 2 Lac & Above) | | |
| **JA/JS Audit** |  | **AR/DR/JR Audit** |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HOD**  **(upto 2 lacs)** | **REGISTRAR**  **(upto Rs 3 lacs)** | | **DEAN/ASSOC.DEAN**  **(upto Rs 5 lacs)** | | **DEAN(FA&A)**  **(upto Rs 10 lacs)** |
|  | |  | |  | | |
| **(PLEASE FORWARD TO THE S&P SECTION FOR FURTHER ACTION)** | | | | | | |

**Instructions**

1. 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.

2. 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.

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

4. In case of HODs/Section Heads as claimant, the approving authority will be next higher level.