**R&D-03**

**INDIAN INSTITUTE OF TECHNOLOGY ROPAR**

**RESEARCH AND DEVELOPMENT SECTION**

 **PROJECT PURCHASE**

**Ph. 01881-231149, e-mail:** **purchaseicsr@iitrpr.ac.in****, icsr-stores@iitrpr.ac.in**

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

**Indent Cum Recommendation Sheet for Purchases valuing from Rs. 25,000/- to Rs. 2.50 Lacs**

|  |  |
| --- | --- |
| **Indenter’s Name & Deptt** |  |
| **Budget Head & Sanctioned Budget:** |   |
| **Copy of Sanction Order attached:** |  |
| **Sub Head** | **Equipment[ ] Consumable [ ] Contingency [ ] Other [ ]**  |
| **Category: ( Tick Appropriate )** | **Consumables [ ] LTA [ ] Non-Consumables[ ]** |
| **Budgetary Approval Enclosed**  | **Yes[ ] No[ ]** |
| **Copy of Approval of Purchase committee enclosed** | **Yes[ ] No[ ]**  |
| **Mode of Enquiry: ( Tick Appropriate )** | **Telephone[ ] E-mail [ ] Spot Visit[ ] Vendor’s Website[ ]** |
| **No. of Quotation(s) received:** |  |
| **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 the GeM, please attach the specifications of the item as available on the GeM. In case of non-availability of the items on the GeM, please attach the GeMAR&PTS ID.
 |
| 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:**

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

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

**2. Is Goods are required for Research Purpose: Yes [ ] No [ ]**

**3. If required for Research Purpose then Certificate for claiming concessional GST under notification no. 45/2017 & 47/2017:**

**(NOTE : 5% GST Concessional certificate cannot be given in case of Direct and L1 Purchase where GST is inclusive.)**

Certified that purchase of above goods for which concessional GST is claimed is required for research purpose only

**Signature of the Indenter**

|  |
| --- |
| **For use by Budget Section** |
| **(Amount in Rs.)** |
| **Budget Sanctioned:** |  |
| **Amount already Spent:** |  |
| **Budget Available:** |  |
| **Budget has been noted in the relevant budget head. Expenditure dubitable to:** |
| **Accountant/ JAO** |  **AAO AR/DR/JR,R&D** |

**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.

**JE (P) AR/DR/JR**

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

 **Registrar Associate Dean(R&D) Dean (R&D)**

**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.