**INDIAN INSTITUTE OF TECHNOLOGY ROPAR**

**RESEARCH AND DEVELOPMENT SECTION**

**PROJECT PURCHASE**

**Ph. 01881-231149, e-mail:** [**purchaseicsr@iitrpr.ac.in**](mailto:purchaseicsr@iitrpr.ac.in)**, icsr-stores@iitrpr.ac.in**

क्रमांक/Sl. No.:\_\_\_\_\_\_\_\_\_\_ दिनांक/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**PURCHASE INDENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Name of the Indenter : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **FOR USE BY THE DEPARTMENT/SECTION**   |  | | --- | | **Budget Sanctioned:** | | **Amount already Spent:** | | **Budget Available:** |   **Budget has been noted in the relevant budget head IN Google Drive. Expenditure dubitable to:**  **JE(P) AAO HoD** |
| 2. Designation : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3. Department : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
|  |  |
| 4. Budget Head : | Project [ ] Equipment[ ] Consumables [ ]Contingency [ ] Other [ ] |
| (Copy of Budgetary approval enclosed) | |
| 5. Project Name : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please attached the sanction order)  (C |
| 6. Type of Item(s) [please tick mark whichever is applicable and provide details in item No. 7 ] : | |
| i. Consumable item(s) : | a. Lab Consumables[ ] b. General items[ ] |
|  |  |
| ii. Non-Consumable item(s) : | a. Lab Equipment(s)[ ] b.Office Equipment(s)[ ] c. Lab Furniture[ ] d.Office Furniture[ ] |

* **Seperate items to be indented for each Category of items/If the items or specifications are more than the provided space please attach list of items/specifications.**
* **Items to be procured from different companies/sources may be indented seperately.**
* **Copy of Director’s administrative approval/Project approval is required along with this indent.**

7. The following items are required to be procured :

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Detailed Specifications** | **Quantity** | **Est. Cost(Rs.)** |
|  |  |  |  |

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

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

**(NOTE : 5% GST Concessional certificate can not 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**

**10. For Government e-Marketplace (GeM)**

* Certified that the goods/services intended to be procured (as above) is/are not 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.

11. Please provide details of the vendors with their addresses and e-mail IDs wherever available [please attach list if required] :

i. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ii. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

iii. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**( For Proprietary items/Single Tender please fill coulmn no. 13 & 14)**

12. CERTIFICATE FOR PROPRIETARY ITEMS :

Certified that to the best of my knowledge, the items indented are the proprietary item of M/s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and is marketed by their only authorized distributors M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in India. If the above statement will be found incorrect I will be solely responsible for this.

13. No other make or model is acceptable for the following reasons :

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of the Indenter Associate Dean(R&D) Dean (R&D)**

**Instructions**

1.The Purchase commitees may be constituted as per Store and Purchase manuual’s Rule No. 7 before intilizing the purchase in order to effect this purchase. The relevant provision for contitution commitee can be assessed at Store and Purchase website: www.iitrpr.ac.in/store&purchase

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, Common use Goods and Services are to be procured mandatorily through GEM as per GFR Rule 147 & 149.

3.The procurment 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 cam 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.