**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**

**(For Budgetary Cum Finacial Approaval)**

**(To be used for purchasing below Rs. 25,000/-)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Name of the Indenter : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | |  |  | |  |  | |
| 2. Designation : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  | | --- | | **Budget Sanctioned:** | | **Amount already Spent:** | | **Budget Available:** |   **Budget has been noted in the relevant budget head IN Google Drive. Expenditure dubitable to:**  **OFFICE ASSISTANT HoD**   |  | | --- | | **Budget Sanctioned:** | | **Amount already Spent:** | | **Budget Available:** |   **Budget has been noted in the relevant budget head IN Google Drive. Expenditure dubitable to:**  **OFFICE ASSISTANT HoD** |
| 3. Department : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4.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 specification of the item as available on the GeM. In case of non-availbilty of the items on the GeM, please attached GeMAR&PTS ID. | |
| 5. Budget Head : | Project [ ] Equipment [ ]Consumables [ ] Contingency [ ] Other[ ] |
| (Copy of Budgetary approval enclosed) | |
| 6. Project Name : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_(Please attached Sanction Order) |
| 7. Type of Item(s) [please tick mark whichever is applicable : | |
| 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[ ] |

8.The Indenter recommends the purchase of the following items from **M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** against quotation no: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_dated**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as per following details:-.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Detailed Specifications** | **Qty** | **Rate(Rs.)** | **Cost(Rs.)** |
|  |  |  |  |  |
|  |  |  | **GST if any** |  |
|  |  |  | **Total** |  |

(Quotation(s) has/have been signed by the Indenter)

“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.”

**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

**10. 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.

**(Signataure of 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 R&D 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**

**(Approved/Not Approved)**

**Dean R&D/PI**

**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 IT related purchases which have varied technical specifications such as computers, laptops, mobiles, photocopiers, printers, UPS etc. are to be routed through IT Committee as per office order no. 562-15/AD-LIB/PS/191 dated 18.06.2019. However, small purchases of the above items and the value below Rs. 25,000/- may be excluded, which may be decided at the HOD/PI level.

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