



**अनुसंधान एवं विकास अनुभाग, भारतीय प्रौद्योगिकी संस्थान रोपड़**  
**Research & Development Section, Indian Institute of Technology Ropar**  
 Rupnagar, Punjab-140001, Ph. 01881-231149, E-mail: purchase.rnd@iitrpr.ac.in

## R&D SP-02 Form

SP-02A form may be used to invite Quotation for requirement compliance please

**Indent-cum-Recommendation (>Rs. 2 Lakhs to Rs. 25 Lakhs) - (For Non-R&D Goods, Normal Limit/Rule Applies)**  
**(Modes: GeM-L1/Local Committee through Quotation under GFR Rule 149/155 & MoF OM Dt. 05/06/2025)**

- मांगकर्ता/Indenter:	- विभाग/Department:
- परियोजना/Project:	- बजट शीर्ष/Budget Head:
- क्रय प्रकार/Buy Type:	- वस्तु प्रकार/Item Type:
- वितरक/Supplier:	- निविदा#/Quotation No.:

Check list (Docs requirement)	<ul style="list-style-type: none"> <li>- <b>Committee constitution approval</b> (If required, use Form <b>SP-03A</b> for purchase &gt;Rs. 2 Lakhs)</li> <li>- <b>Quotation / L1 comparison</b> with <u>golden parameters &amp; date</u>, <b>signed by the committee members</b>.</li> <li>- <b>PBP Notice</b>, if option available (the notice of L1 item is published for 3 days to get the best offer).</li> <li>- <b>GeM Bidding</b> recommended (with minimum bid duration of 10 days)   <b>Consignee Name</b> (having a GeM ID):</li> <li>- <b>Installation Site</b> for the equipment (if applicable) is ready/work initiated.</li> </ul> <p><u>In case of Non-GeM Purchase following may be checked:</u></p> <ul style="list-style-type: none"> <li>- <b>GeM (Non)Availability Report (GAR)</b> enclosed. GAR with "brand name/features" require <b>prior approval</b> except for <b>Proprietary</b> item where it is required (Reason, if not enclosed: _____).</li> <li>- Checked <b>SP-02A</b> form for T&amp;C for the supplier and certificates required from them.</li> </ul>
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क्रमांक/S.N.	विवरण/Description	मात्रा/Qty	दर/Rate(₹)	योग/Amount(₹)
Reason for a <b>non-standard PO term</b> required, if any (refer <b>SP-02A</b> form):				
		वस्तु एवं सेवा कर/GST@		
		कुल योग/Total=		

### **Essential Certificate for Direct Purchase through LPC (Default)**

**"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 proposed to be procured".**

**OR**

**Certificate for Proprietary Item**

Certified that to the best of my knowledge, the indented item(s) is/are the proprietary item of M/s \_\_\_\_\_ and is Available on GeM / Marketed by their only authorized distributor M/s \_\_\_\_\_ in India. If the above statement is found to be incorrect we will be solely responsible. No other make or model is acceptable for the following reasons:

Name & Sign. \_\_\_\_\_ Name & Sign. \_\_\_\_\_ Name & Sign. \_\_\_\_\_  
**(Indenter/PI)** **(Member)** **(Member)**

<b><u>भंडार एवं क्रय / Stores &amp; Purchase</u></b>		<b><u>लेखा / Accounts</u></b>	
The indent is checked for further processing, please.		Budget noted, funds available in above head is Rs. _____, debit to _____.	
(सम्बंधित सहायक)	(कनिष्ठ अधीक्षक)	(सम्बंधित सहायक/लेखा अधिकारी) (उपकुलसचिव)	
<b><u>लेखा परीक्षा अनुभाग / Audit Section (For Purchase &gt; Rs. 2 Lakhs)</u></b>			
The purchase proposal is checked and found in order/following are the observations:			
(सम्बंधित सहायक)		(उप कुलसचिव)	

अनुमोदन हेतु प्रस्तुत/Submitted for approval, please.

उप कुलसचिव  
Deputy Registrar

**अधिष्ठाता (अनुसंधान एवं विकास)/Dean (R & D)**  
 -Approved (Direct Purchase  $\leq$  Rs.15 Lakhs)/Tendering  
 -Recommended (Direct Purchase  $>$ Rs.15 Lakhs)

(निदेशक/Director)  
-Approved Direct Purchase  
≥ Rs. 15 Lakhs

*Note: In case of tender, the proposal to be submitted to the Auditor/Director's approval post bidding.*