

File No. _____

Dated: _____._____._____

Indent for Purchases upto Rs. 1.0 Lac for Non-GeM / upto Rs. 50000 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 []	
Purpose (attach annexure, if required)				
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 []	
Installation of the item by the supplier			Required [] Not Required []	
Is Goods are required for Research Purpose:			Yes [] No []	
GeM Purchase:			Yes [] No []	
- If available on GeM, specifications of the item(s) 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.				
Consignee details: (To deliver the order)		Name:		Address:
Recommendations of the Indenter (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 indenter recommends the purchase of the following items from M/s _____ against quotation No: _____ dated _____. Quotation(s) has/have been signed by the Indenter.				
S. No.	Description	Qty.	Rate(Rs.)	Amt(Rs.)
01				
			Tax@_____	
			Total	

“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”.

Recommended Mode of Payment:

Delivery Period:

Signature of the Indenter

HOD

<u>For use by Accounts Section</u>			
(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 Purchase Section

Quotation signed by Indenter. 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.

OA/JA/SA

JS/Supdt.

AR/DR/JR

Approved / Not Approved

HOD/REGISTRAR

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.