

File No. _____

Dated: _____.____._____

Indent-cum-recommendation form
for Purchases from Rs. 1.0 Lac to 10.0 Lac for Non-GeM / Rs. 50000 to 10.0 Lac 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 []	
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 []	
Is Goods are required for Research Purpose:	Yes [] No []	
GeM Purchase:	Yes [] No []	
<ul style="list-style-type: none"> ○ If available on GeM, specifications (in case of GeM bidding) & comparison sheet (in case of L-1 purchase) of the item 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. ○ Non-GeM purchase value >Rs.5 lacs (local content of atleast 20% is declared by the supplier) ○ Non-GeM purchase: Country of origin mentioned in the quotation. 		
Consignee details: (To deliver the order)	Name:	Address:

Proposed Committee Member(s) Name:

S. No.	Committee Members (Faculty / Group A Officer)	Name of Committee Member(s)
1.	Member-1	
2.	Member-2	
3.	Member-3	

Recommendations of the Committee (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 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.)
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:

Signature of the Indenter

(Member)

(Member)

(Member)

HOD

Part-B

For use by Accounts Section			
(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 Central Stores & 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.

JA/SA/OA

JS/Supdt.

AR/DR/JR

The purchase proposal has been pre-audited and found in order/following are the observations. (in case of purchases costing Rs 2 Lac & Above)

JA/JS Audit

AR/DR/JR Audit

Recommended / Not Recommended

Approved / Not Approved

HOD

REGISTRAR

DEAN/ASSOC.DEAN

DEAN(FA&A)

(upto 2 lacs)

(upto Rs 3 lacs)

(upto Rs 5 lacs)

(upto Rs 10 lacs)

(PLEASE FORWARD TO THE S&P SECTION FOR FURTHER ACTION)

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.
4. In case of HODs/Section Heads as claimant, the approving authority will be next higher level.