

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
 Dean of Research & Development (DORD) Office
Purchase Proposal Request Form
Prime Minister's Research Fellowship

File No.

To
 Officer In-charge
 Stores & Purchase Section
 IIT Kanpur

Department Indent No.		Indent Date	
Department		Quotation Attached (Y/N)	Yes
Indenter PF No.		GST / CDEC required (Y/N)	

Type of Material		Purchase Order Type	
NC		Normal	
LTAS		Rate Contract	
Consumable			
Service/Works		Please Tick wherever applicable	

Details of Required Items

Sl. No.	Complete description of Items (Specification Model, Catalog No) use separate sheet, If required	Stock Held on date (wherever applicable)	Quantity required	Purpose	Approx. Unit Price (Incl/Excl of Taxes & other charges)	Approx. Total Cost
1						
Total						

Delivery Period		Warranty if any	
Payment Terms			
Any specific remark			

Budget Details

Sl.No.	Department Name/Project No.	Budget Head	Budget Amount
1			

Suggested Supplier

Sl.No.	Name of the Supplier	Address
1		

1. Certified that the goods/services intended to be purchased (as above) is/are not distributed through Central Stores & Purchase Section
2. Certified that the Allocation exists for the above amount.
3. 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 is not available in Kanpur

Indenter Name & signature *	PF No	Ph No	Upto Rs. 10000.00	>Rs.10000.00 to Rs. 5 L	> Rs.5 L to 25 L (For A/c-II only)	> Rs.5 L to 25 L (For A/c-I)	> 50 Lacs to 10 Crores
			(NC/LTAS/Cons/ Services)	(NC/LTAS/Cons/Services)	(NC/LTAS/Cons/Services)	> 25 Lacs to 50 Lacs (For A/c-I & A/c-II)	(NC/LTAS/Cons/ Services)
			Forwarded/Approved	Forwarded/Approved	Forwarded/Approved	Forwarded/Approved	Approved
			Officer-In-charge	Dean / Registrar / Libr / HOD / HOS / PI	DORD	Dy. Director	Director

Enclosures (1) Quotations (2) Committee approval, (3) Committee report (4) Relevant Certificates as per Rule 154 or 155 of GFR 2017, if applicable, (5) Enquiry, if applicable

***Note:** The Indenter for any purchase could preferably be the Principal Investigator or HOD or HOD's nominee. The details of the purchase would be recorded in respective PMRF stock registers maintained at the Department.