

भारतीय प्रौद्योगिकी संस्थान रुड़की/Indian Institute of Technology Roorkee

रुड़की -247667 (उत्तराखण्ड) / Roorkee -247667 (Uttarakhand)

खरीद के लिए मांगपत्र / INDENT FOR PURCHASE

SAP PR No: _____

दिनांक/Date: _____

In case of procurement from **Project grant**, the following must be filled up:

WBS Elements No.: _____

G/L Account: _____

Part - A

A. Indenter & Department:

Sr. No	Particulars	
1	Name of Indenter	
2	Designation	
3	Department / Unit / Centre / Office	
4	Email & Phone No.	metal@iitr.ac.in;
5	Domestic Purchase / Foreign Purchase	

B. Bills of Materials:

Sl.	Name of Item (s)	Quantity	Estimated Unit Price	Total estimated cost of order
1				
2				

C. 1. Type of Item (s): A Major B Minor /Limited Life Time Asset (LLTA)
C Consumable

2. Required equipment/item will be used for **Research Purpose:** Yes / No

D. Types of Purchase & Nature of item: Plz Refer IITR Purchase Rule 2018 (Rule 4) @ Pg 3.

Sr. No	Particulars	Yes / No
1	Limited Tender (Rs. 50,000/- to Rs.25 lac total estimated cost of order) Minimum 5-6 Vendors.	
2	Open Tender (above Rs.25 lacs total estimated cost of order) Through eProcurement: YES/NO If YES: Pre Bid Meeting Required: YES/NO Please arrange to provide the line of items in attached BOQ format either in Item rate or Item wise. In Item rate, L1 will be identified on total quoted amount of items. In Item wise, L1 will be identified separately for each item. (Please tick) Bidder will quote price only for the items/services mentioned in BOQ.	
3	Single Tender: Plz Refer IITR Purchase Rule 2018 (Rule 7) @ Pg 4 & suggest from points a, b, c, d & e whichever is applicable along with the DPC/PPC recommendation. (Proprietary/Spare Parts)	
4	Orders to the Government bodies on Nomination basis: Plz Refer IITR Purchase Rule 2018 (Rule 8) @ Pg 4.	
5	Government e-Market Place (GeM): Plz Refer IITR Purchase Rule 2018 (Rule 9) @ Pg 5.	

6	Expression of Interest: Plz Refer IITR Purchase Rule 2018 (Rule 10) @ Pg 5.	
7	Rate contract (Name of the firm & item Sl.No. in RC.): Plz Refer IITR Purchase Rule 2018 (Rule 11) @ Pg 6.	
8	Repeat Purchase Order (Maximum 5) : Plz Refer IITR Purchase Rule 2018 (Rule 09) @ Pg 11.	
9	Annual Maintenance Contract/CAMC/ Repair work: Plz Refer IITR Purchase Rule 2018 (Rule 02) @ (point 7 @ Pg 2).	
10	Buy Back purchase Plz Refer IITR Purchase Rule 2018 (Rule 12) @ (point 2 @ Pg 14).	

E. Source of Fund:

Sr. No	Particulars	Budget Head
1	Non-plan Grant (Dean F&P)	
2	MHRD Plan Grant (Dean F&P)	
3	Sponsored/ Consultancy Project Grant (Dean SRIC)	
4	Miscellaneous Grant	

(Copy of approval of funds for the indented item(s) with grant code is attached)

F. Earnest Money Deposit (EMD) & Performance Bank Guarantee (PBG) In case of purchase above Rs.25/-Lac:

1	Fixed amount of EMD (minimum 2% of the estimated cost)	Rs.
2	% of PBG (equal or more than 5% of the order value)	

G. List of Identified Suppliers: Attached (Yes / No)

H. Copy of approval regarding constitution of D.P.C./ P.P.C. Attached (Yes / No)

I. List of Vendors may kindly be sent to e-mail- (mmitr@iitr.ac.in)

Note: Necessary and relevant documents to be attached.

Part - B

Item Specifications & Compliance Statement:

S.No.	Required complete specifications of item(s) (to be filled by the Indenter)	Quantity	Offered specifications of item(s) by the firm
1			
2			
Terms & Conditions (if any) as per requirement of the Indenter (for warranty, training/technical support, service after sale, packing, binding etc.)			

We hereby certify that the above-mentioned products/items/services are not available on GeM (Government e-Marketplace) (GFR-2017-Rule-149).

Signature of DPC/PPC Members:

Name: Designation:	Name: Designation:	Name: Designation:
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**Chairman, DPC / PPC
(with Seal)**