



भारतीय प्रौद्योगिकी संस्थान, कानपुर
INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
केंद्रीय भंडारण एवं क्रय अनुभाग
CENTRAL STORES & PURCHASE SECTION

Indent & Administrative-cum-Purchase Committee Approval Form

- ☐ Purchase for common goods and services (above ₹50,000 to ₹5 Lakh)
☐ Purchase through GeM Comparison Method (above ₹1 Lakh to ₹10 Lakhs)
☐ Scientific Equipment and consumables for research purposes (above ₹2 Lakh to ₹25 Lakh) *

Indent No.		Indent Date	
Name of the Indenter		PF No	
Dept./Office/Section		Designation	
Disbursement A/C Details / Project No.		Email	
Type of Item (Tick one)	☐ Non-Consumable ☐ Limited Time Asset ☐ Consumable ☐ Services		
Delivery Period	 days	Warranty	 months
PBG (3 to 5%)	Yes (.....%) / No	Duration (For Service)	00 Months / Year / Week / Days

Details of Item(s) to be purchased:

S No	Description of the Goods / Service (Attach technical specification)	Quantity	Estimated Amount
1.			
2.			
Total Estimated Amount (Inclusive of all taxes)			

***Please attach the documents in support of cost estimation.**

*This declaration is applicable in cases where the procurement concerns scientific equipment and consumables designated for research purposes.	
As per the special provisions provided under OM No. F./20/42/2021-PPD dated 05.06.2025, hereby declare that the aforesaid item falls under the category of Scientific Equipment and consumables, and it will be used for research purposes only.	☐ Yes / ☐ No

The proposed purchase, along with the following purchase committee, may kindly be approved:

1. _____
2. _____
3. _____

It is certified that.

- i) Description, technical specification, and quantity are in conformity with the guidelines in the Procurement Manual for Goods & Services.
- ii) Technical and financial approvals have been obtained at appropriate levels as per DFPRs.
- iii) Funds are provisioned in the budget.
- iv) The quantity indented does not exceed any sales, consumption, or usage limits of requirements, if any, laid down by the competent authority.

Signature of the PI/Indenter	Approved ☐ Forwarded ☐ (Up to ₹10 lakhs)	Approved
	PI/Deans/ Registrar/ Librarian/ HOD/ HOS	ADRD/ DORD/ Dy. Director/ Director

Note: As per DFPRs-2022:

- Members must be Faculty and/or Group A officers nominated by HOD.

Submission: A scanned copy of the duly approved form, along with technical specifications and supporting documents, shall be emailed to: gem@iitk.ac.in for further processing.