



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 ₹5 Lakh to ₹50 Lakh)
☐ Scientific Equipment and consumables for research purposes (above ₹25 Lakh to ₹50 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
*EMD (2% to 5%)	%	*PBG (3% to 5%)	%
Duration (For Service)	00 Months / Year / Week/ Days		

* EMD and PBG is mandatory for all procurements exceeding ₹10 lakhs for common use goods and ₹25 lakhs for scientific equipments and consumables.

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

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.

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

Technical Evaluation Committee: 1. _____ (PI/Indenter) 2. _____ (HOD or Nominee) 3. _____ (One Faculty member or One Group A officer, preferably from other department, who has knowledge in the respective field)	Financial Evaluation Committee: 1. _____ (PI/Indenter) 2. OIC (S&P) or nominee 3. OIC (Internal Audit) or nominee 4. OIC (F&A/R&D/Other Verticals) or nominee *Other Verticals: DOSA/GATE/JEE/OOA
Signature of the PI/ Indenter	Approved ☐ Forwarded ☐ (Up to ₹10 lakhs) PI/ Deans/ Registrar/ Librarian/ HOD/ HOS
Approved ADRD/ DORD/ Dy. Director/ Director	

Note: As per DFPRs-2022

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.