

Sr. No	Particulars	Yes / No
1	Above item(s) are available on GeM If No, please provide the GeM AR&PTS report	Yes/No
2	Limited Tender (Rs. 50,000/- to Rs. 50lac total estimated cost of order) Minimum 5-6 Vendors. Limited Tender: Tender document/enquiry letter will be sent to the preferential bidders (Identified suppliers) by the CPP portal for their information & only they will be allowed to bid in the tender in CPP portal.	
3	Open Tender (above Rs. 50 lac total estimated cost of order)	
4	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/SPC recommendation. (Proprietary/Spare Parts)	
5	Orders to the Government bodies on Nomination basis: Plz Refer IITR Purchase Rule 2018 (Rule 8) @ Pg 4.	
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-1. Administrative approval (mandatory, if budget approval is not provided)- Attached (Yes /No)

E-2. Source of Fund: Budget approval is mandatory at the time of placing the actual order. At this stage it is optional.

Sr. No	Particulars	Budget Head
1.	ACCOUNT BOOKING CODE:-	OH-35-
2.	ACCOUNT BOOKING CODE:-	OH-31-
3.	PROJECT NUMBER(SRIC):-	
4.	Misc. Account Code:-	

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)	
2.	% of PBG (3% to 5% of the order value) % to be mentioned	

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

H. Copy of approval regarding the constitution of DPC/PPC/SPC:- Attached (Yes/ No)

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

Note: Necessary and relevant documents to be attached.

खण्ड - ब / Part - B

We hereby certify that:

- (i) Along with other GFR/IITR S&P rules, GFR 144 (i) has been completely adhered to which states that the description of the subject matter of procurement to the extent practicable should-
- be objective, functional, generic and measurable and specify technical, qualitative and performance characteristics.
 - not indicate a requirement for a particular trade mark, trade name or brand.
- (ii) The above-mentioned products/items/services are not available on the GeM (GFR 149).
(Please strike off, if item(s) are available on GeM)

If any objection/representation is received from any Govt. Body/Bidder, then the same will be forwarded to concerned DPC/PPC/SPC for justification in this regard.

S. No.	Required complete specifications of item(s) (to be signed by the Indenter)	Quantity
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Signature of DPC/PPC/SPC Members:

Name:

Designation:

Name:

Designation:

Name:

Designation:

**Chairman, DPC / PPC/SPC
(with Seal)**

*please add members as per DPC/PPC/SPC constitution.