भारतीय प्रौद्योगिकी संस्थान रुड़की रुड़की— 247667 (उत्तराखण्ड)

खरीद के लिए मांगपत्र/INDENT FOR PURCHASE

PR No:	Date:
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<u>खण्ड-अ @Part - A</u>

A. Indenter & Department:

Sl. No	Particulars	Details
1.	Name of Indenter	
2.	Designation	
3.	Department / Unit / Centre / Office	
4.	Email & Phone No.	
5.	Domestic Purchase – INR ONLY	

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
- 3. In case of Limited & Open Tender, 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 below)

Item Rate/Item Wise

Bidder will quote price only for the items/services mentioned in BOQ.

Pre Bid Meeting Required

YES/NO

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

Sr.	Particulars	Yes / No
No		
1	Above item(s) are available on GeM	Yes/No
	If No, please provide the GeM AR&PTS report	
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.

<u>खण्ड - ब / Part - B</u>

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
 - a. be objective, functional, generic and measurable and specify technical, qualitative and performance characteristics.
 - b. 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.	Required complete specifications of item(s)	Quantity
No.	(to be signed by the Indenter)	

Signature of DPC/PPC/SPC Members:

Name:

Designation: Name: Name:

Designation: Designation:

Chairman, DPC / PPC/SPC (with Seal)

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