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| 6 | Expression of Interest: Plz Refer IITR S&P Manual 2024 (Rule 9) @ Pg 16 | |
| 7 | Repeat Purchase Order (Maximum 5):Plz Refer IITR S&P Manual 2024 @ Pg 35 | |
| 8 | Annual Maintenance Contract/CAMC/ Repair work: Plz Refer IITR S&P Manual 2024 (Rule 02) @ (point 6 @ Pg 12). | |
| 9 | Buy Back Purchase Plz Refer IITR S&P Manual 2024 (Rule 11) @ (point 2 @ Pg 23). | |

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. | (a) Fixed amount of EMD (minimum 2% to 5% of the estimated cost) OR (b) Bid Security Declaration | |
| 2. | PBG (3% to 5% of the order value) % to be mentioned | |

G. List of Identified Suppliers duly signed by the Indentor (In case of Limited tender): 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- (mmitr@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 |
|--------|---|----------|
|--------|---|----------|

Signature of DPC/PPC/SPC Members:

Name:

Name:

Name:

Designation:

Designation:

Designation:

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

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