

JUSTIFICATION FOR PURCHASE ON SINGLE OR LESS THAN THREE QUOTATIONS

A Tender / Enquiry Letter No:

Date

B Name of the item:

Please fill up the respective columns only

1	In case of purchase proposed of the items of Proprietary nature.	1	Sole proprietary certificate and sole authorised Indian Agent certificate from the principal firm are attached herewith	YES / NO
		2	D.P.C. / P.P.C. is attached.	YES / NO
2	Purchase only from a selected firm; In case of Standardization of Machinery or Spare Parts to be compatible to the existing sets of equipment.	1	D.P.C. / P.P.C, is attached herewith duly recorded the reason and justification for purchase only from a selected firm.	YES / NO
3	Purchase of required goods from single source.	1	D.P.C. / P.P.C. is attached.	YES / NO
4	AMC/ CMC from the Manufacturer / Authorised Supplier for a value of maximum of 10% of the original cost for the first 2 years and thereafter 15% of the original cost or 110% of previous year AMC value.	1	Recommendation of D.P.C. / P.P.C. is attached	YES / NO
5	Reasonability of rates	1	Rates quoted by the firm and recommended for purchase on single / less than three Quotations are reasonable.	YES / NO
		2	The recommendation of D.P.C. / P.P.C. giving reasons and justification for purchase on the basis of less than three quotations.	YES / NO
		3	Approval of the Competent Authority regarding deviation from purchase rules of the Institute (if any) is attached.	YES / NO
6	Repeat Order based on basis other IITs purchase order.	1	Due diligence report' and a certificate obtained from sister IIT to the effect that the equipment is performing satisfactorily is attached.	YES / NO
		2	Approval of Competent Authority is attached.	YES / NO
7	Any other specific reason			YES / NO

End: As above

Member

Member

Chairman (DPC / PPC)