

CHECK-LIST
FOR PURCHASE FILES

Before Submission of Purchase Indent: (Department Part)

Sl.No.	Particulars	Compliances
1	SAP PR No.	Yes
2	Allocation/Approval of Fund (Plan Grant/Non Plan / Project Grant/ Any other Grant) (Copy Attached)	Yes
3	Approval for purchase of required Item (Dean SRIC / HOD) to be procured out of Plant/Non Plan / Project / any other grant- (Sanction Letter / list of approval item Copy Attached)	Yes
4	Constitution of DPC/PPC (Copy Attached)	Yes
5	Purchase from Rs.50,000/- to 25.00Lac (Limited Tender) Venders List -Minimum 5-6 Complete Address (Copy Attached) Name & Complete Address of the firm with E-mail ID in case of Proprietary/AMC/Spare parts/Repair from single source	Yes/No
6	Purchase above Rs.25.00Lac (Open Tender) Through E-procurement	Yes/No
7	Specifications of item duly signed by DPC/PPC	Yes
8	DPC/PPC Report- Single source purchase (Proprietary / Spare Part / Repair etc.) It is in the knowledge of the user department that only a particular firm is the manufacturer/ supplier of the required goods OR is proprietary items(s). The required goods are to be purchase from a particulars source and the reason for such decision is to be recorded in the report of DPC/PPC. For standardization of machinery OR spare parts to be compatible to the existing sets of equipment, the required item is to be purchased only from a selected firm.	Yes/No
9	Proprietary Certificate (Copy Attached)	Yes/No
10	In case of Proprietary item : Report of DPC/PPC with a certification that "the proprietary certificate submitted by the firm is in order in all respect"	Yes/No
11	DPC/PPC Report- Single source (AMC) (Attached) (AMC from the original equipment machines / ACs manufacturer/manufacturer's authorized supplier, for a value of 10% of the original cost for the first 2 years and thereafter 15% of the original cost OR 110%% of the previous year AMC Value) (Full service/comprehensive maintenance from the original equipment/machine/manufacturer/manufacturer's authorized supplier) The repair work, spare parts, calibration from the original equipment/machine/manufacturer/manufacturer's authorized supplier, calibration from NABL accredited laboratory)	
12	Period of AMC has been mentioned in Indent (not to prior the date of issue of Purchase order)	Yes/No
13	Last year AMC purchase order (Copy attached)	Yes/No
14	Scope of Work of AMC attached with Indent	Yes/No
15	DPC/PPC Report in case of Buy-back purchase with Details of Buy-back Item-Name, Qty., Year of purchase, Make & Model No. etc. (Attached)	Yes/No
16	Purchase Indent duly filled in completely and signed by DPC/PPC	Yes