

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

#Mdh & 247667 1/2
खरीद के लिए मांगपत्र / INDENT FOR PURCHASE

SAP PRNo: _____

दिनांक/Date: _____

In case of procurement from **Project grant**, The following must be filled up:

WBS Elements No.: _____ G/L Account: _____

खण्ड-अ / Part - A

A. Indenter & Department:

Sr. No	Particulars	
1	Name of Indenter	
2	Designation	
3	Department / Unit / Centre / Office	
4	Email & Phone No.	
3	Domestic Purchase / Foreign Purchase	

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**

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

Sr. No	Particulars	Yes / No
1	Limited Tender (Rs. 50,000/- to Rs.25 lac total estimated cost of order) Minimum 5-6 Vendors.	
2	Open Tender (above Rs.25 lac total estimated cost of order) Through eProcurement: YES/NO If YES: Pre Bid Meeting Required: YES/NO 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) Bidder will quote price only for the items/services mentioned in BOQ.	Item Wise/Item Rate
3	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 recommendation. (Proprietary/Spare Parts)	
4	Orders to the Government bodies on Nomination basis: Plz Refer IITR Purchase Rule 2018 (Rule 8) @ Pg 4.	
5	Government e-Market Place (GeM): Plz Refer IITR Purchase Rule 2018 (Rule 9) @ Pg 5.	

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 purchasePlz Refer IITR Purchase Rule 2018 (Rule 12) @ (point 2 @ Pg 14).	

E. Source of Fund:

Sr. No	Particulars	Budget Head
1	Non-plan Grant (Dean F&P)	
2	MHRD Plan Grant (Dean F&P)	
3	Sponsored/ Consultancy Project Grant (Dean SRIC)	
4	Miscellaneous Grant	

(Copy of approval of funds for the indented item(s) with grant code is attached)

F. Earnest Money Deposit (EMD) & Performance Bank Guarantee (PBG) In case of purchase above Rs.25/-Lac:

1	Fixed amount of EMD (2% to 5% of the estimated cost)	Rs.
2	% of PBG (5% to 10% of the order value)% to be mentioned	

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

H. Copy of approval regarding constitution of D.P.C./ P.P.C. Attached (Yes / No)

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

Note: Necessary and relevant documents to be attached.

खण्ड - ब/ Part - B

Item Specifications& Compliance Statement:

S.No.	Required complete specifications of item(s) (to be filled by the Indenter)	Quantity	Offered specifications of item(s) by the firm
1			
2			
Terms & Conditions (if any) as per requirement of the Indenter (for warranty, training/technical support, service after sale, packing, binding etc.)			

We hereby certify that the above-mentioned products/items/services are not available on GeM (Government e-Marketplace) (GFR-2017-Rule-149).

Signature of DPC/PPC Members:

Name : Designation :	Name : Designation :	Name : Designation :
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**Chairman, DPC / PPC
(with Seal)**

ITEM WISE BOQ**ITEM RATE BOQ**

Tender Inviting Authority:

Name of Work:

Contract No:

Name of the Bidder/ Bidding Firm / Company :

Note: Please confirm the BoQ type either in Item rate or Item wise.**Note: If required please mention Currencies to be added in BoQ other than INR,USD,EURO,GBP,CHF & JPY**PRICE SCHEDULE**(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)**

SL.NO.	ITEM DESCRIPTION	QUANTITY	UOM	Quoted Currency in INR / Other Currency	BASIC RATE In Figures To be entered by the Bidder	Custom Duty	GST	Freight Charges (Unloading & Stacking)	Any Other Taxes/Duties/Levies	TOTAL AMOUNT, it will be converted based on coloumn L value in Rs. P	TOTAL TAXES It will be converted only if you choose Full Conversion, Until than it is treated as INR in Rs. P	TOTAL AMOUNT In Words
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												

TO BE FILLED BY BIDDER