

SPONSORED RESEARCH & INDUSTRIAL CONSULTANCY
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

PURCHASE REQUISITION AND FUND AVAILABILITY FORM

PROJECT CODE	
RECURRING	NON-RECURRING

Requisition No. _____ Dt. _____

Sl. No.	Description of stores (Name in brief)	Total Value ₹. _____
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- | | | | | | |
|----|---|--|--------------------------------|--------------------------------|----------------------------------|
| 1. | This purchase requisition has been made on the basis of (Please delete which is not applicable) | Comparative price basis (Statement enclosed) | Repeat order basis. PO No..... | Single Qtn. Basis Qtn. No..... | Rate Contract basis, RC No. |
|----|---|--|--------------------------------|--------------------------------|----------------------------------|
2. Routine purchase procedure followed : YES / NO
 3. If not, give justification (in case of a Proprietary item necessary certificate to be furnished) :
 4. Purchase order to be placed on : M/s.
 5. Validity of quotation upto :
 6. Terms of payment recommended :

Signature of the Principal Investigator/Consultant with date & seal

Signature of HOD/HOC/HOS with date & seal

Sponsored Research & Industrial Consultancy
Indian Institute of Technology, Kharagpur

Requisition No. _____

dt. _____

Description of Stores

Please arrange to procure the following stores

B. Indigenous Purchase

Class of Stores (Tick the relevant one)	Sl.no.	Description of Stores	Rate (₹)	Quantity Required	Approximate value
1] Equipment					
2] Furniture					
3] Accessories					
4] Spares					
5] Consumable					
6] Software					
7] AMC					

Less : Special Discount (@ %) ₹. _____

Sub Total ₹.

Add : ₹.

1. Sales Tax (Extra%) ₹..
2. Entry Tax (if any) ₹..
3. Freight & Insurance ₹..
4. Installation charges ₹..
5. Others (if any)

Total : ₹.

Signature of the P.I.

**SPONSORED RESEARCH & INDUSTRIAL CONSULTANCY INDIAN
INSTITUTE OF TECHNOLOGY, KHARAGPUR**

JUSTIFICATION OF PURCHASE

Signature of the Principal Investigator with date

**SPONSORED RESEARCH & INDUSTRIAL CONSULTANCY INDIAN
INSTITUTE OF TECHNOLOGY, KHARAGPUR**

BRIEF RESEARCH ACTIVITY

Signature of the Principal Investigator with date