To,

The Dean(R&D)

IIT Kharagpur

Through: Head, Department/Centre/School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sub: Approval for purchase of goods upto 1,00,000.00 through self-certification

Dear Sir

I am personally satisfied that these goods purchased are of requisite quality and specification and have been purchased from a reliable supplier at a reasonable price”. This self-certification is provided for the following bill:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Items Description** | **Supplier’s Name** | **Bill No. & Date** | **Amount** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

The bills and GeM non-availability certificates are attached with this letter. Kindly approve the processing of the bill from the project code: \_\_\_\_\_\_

Thanking You

Your Sincerely