SPONSORED RESEARCH & INDUSTRIAL CONSULTANCY INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

PURCHASE REQUSITION AND FUND AVAILABILITY FORM

		RECUR	RING	NON-REC	URRING
Requisit	ion No			Dt	
SI. No.	Description of st	ores (Name in b	orief)	Tot	tal Value
				₹	
bee	s purchase requisition has en made on the basis of	Comparative price basis	Repeat order basis	Single Qtn. Basis	Rate Contract

1	l.	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	2.	Routine purchase procedu	ure followed	:	YES / NO		
3	3.	If not, give justification (in Proprietary item necessar furnished)		: e			
4	1.	Purchase order to be plac	ed on	: M/s.			
5	5.	Validity of quotation upto		:			
6	6.	Terms of payment recomr	mended	:			

Signature of the Principal Investigator/Consultant with date & seal

Signature of HOD/HOC/HOS with date & seal

7. <u>Fund Availability</u>

Equipment / Contingency / Consumable

Operating Total grant received / allotted

Total expenditure incurred including this purchase

Balance available

Project Officer/Superintendent (SRIC)

- Note 1. Fund booking is required for all purchases.
 - 2. All purchase proposals amounting to Rs. 15,000.00 and above are to be preaudited.

COMMENTS OF PRE-AUDIT

- 1. Vetted / Not vetted
- 2. Observations, if any
- 3. Terms of payment
- 4. Fund booked
 ₹. under Recurring / Non-Recurring

 vide page no. of the relevant register
- 5. Proposal recommended / not recommended.

Administrative Officer(P)/Assistant Registrar (SRIC)

То

The above purchase is approved

Sanctioning Authority Dean(SRIC)

To The Sr. Admn. Officer (FPM)/Deputy Registrar (SRIC) 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)	SI.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 :	₹. ₹.
2. 3. 4.	Sales Tax (Extra%) Entry Tax (if any) Freight & Insurance Installation charges 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