

List of documents for Purchase Proposals from Rs. 25,000/- to Rs. 2,50,000/-

1. Purchase Requisition form
2. Enquiry (Minimum-4) is Required (Mail enquiry is also accepted)
3. Local Purchase Committee Formation & Certification (LPC)
4. Justification of purchase
5. Minimum three quotations
6. Price comparative statement
7. Self-Declaration for Local Content (Class I or Class II)
8. GeM Non-Availability Certificate
9. Land & Border Sharing Certificate

Soft copy of all documents can be downloaded from the below link:

<http://www.sric.iitkgp.ac.in/web/Sricforms>