

Indent No. IISERBpr/ /

Date:

PURCHASE PROPOSAL

(In lieu of Annexure-3 of Manual for Procurement of Goods 2017, MOF, GOI)

(Form should be printed on both sides of A4 size paper)

1. Name of PI / indenter & PF No : _____
2. Department : _____ 3. Budget : CPDA grant
4. Indigenous / Import : _____

Purchase Mode:	GFR Rule No.	Purchase limit
Direct (without quotation)	154	Up to Rs. 25,000/-
Online Purchase through the GEM	149	Up to Rs 25,000/- Direct purchase Above 25,001 to Rs. 5,00,000 – by comparing prices of at least 3 different manufacturers Above 5,00,000 through bidding / reverse auction.
Local Purchase Committee	155	Rs. 25,001/- - 2,50,000/-
Limited Tender Enquiry	162	Rs. 2,50,001/- 25,00,000/-
Open tender Enquiry	161	Rs. 25,00,001/- and above
Type of Material		Purchase Procedure suggested
Consumable		Open Tender Enquiry (OTE)/ Limited TE
Non Consumable		
Limited Time Asset		PAC Item / Single Tender Enquiry (STE)/ Local Purchase/ Direct Purchase
Annual Maintenance Contract :		Local Purchase / Direct Purchase
Comprehensive	Non-Comprehensive	E-Procurement
Fresh	Renewal	GeM Procurement Rate Contract (RC)

5. Details of Required Item (s):

Sl. No.	Complete Description of Item (s) proposed to be purchased (Specify Clearly the Model, Detailed Specifications, Catalog No.). Also indicate whether Installation, Testing & Commissioning is required	Quantity Required	Purpose	Approximate Cost (Unit Price) (Rs.)	Total Approximate Cost (Rs.)
A					
B	Applicable GST / Custom Duty & Freight Charges etc..(add approx. 10 % for EX-Works, 9 % for FCA/FOB & 8% for CIP/CIF only)				
C	Total indent value (A+B)				

Note: (i) All technical members are required to sign on technical specifications page.

(ii) Specifications once submitted cannot be modified without approval of the Director.

(iii) Purchase limit indicated above will be declared on total cost inclusive of taxation if any.

6. Whether Quotation / Catalogue Enclosed : Yes / No

7. Technical Committee proposed:

Sr. No.	Designation	Name	Signature
1			
2			
3			

8. Suggested Supplier/s:

Sr.No.	Name and Address	Contact no.	E-mail
1			
2			
3			

9. Whether the item proposed for procurement is available in GeM? Yes / No
(if No Please attach non availability certificate)

(Indenter's Signature)

(Signature of HOD/FIC/In-charge of the Indenter)

10. Budgetary provisions (for Seed Grant/Project Fund) – to be filled up by.....

Budget Year	Budget Head & Sub Head	Budget Allocated (Rs.)	Fund Utilized so far (Rs.)	Fund requirement for present PPR (Rs.)	Balance Fund Availability (Rs.)
		₹	₹	₹	₹

11. Whether the indented item (s) are available in Central Stores: Yes / No
(to be filled up by Stores & Purchase Section)

12. Signature / Remarks of Purchase Officer:

13. Budget Details/ Remarks of Accounts Section:

Budget Year	Budget Head & Sub Head	Budget Allocated (Rs.)	Fund Utilized so far (Rs.)	Fund requirement for present PPR (Rs.)	Fund req. for relocation charges (Rs.)	Balance Fund Availability (Rs.)	Signature of DR
		₹	₹	₹	₹	₹	

14. Procurement of Indented Item (s) is: Approved / Not Approved

(PI/ HoD/Registrar/Director)