

**Indian Institute of Technology Delhi**  
**Hauz Khas, New Delhi-110016**  
**Coordination Section**

No. IITD/ICDN/2009/2005

Dated: 22.10.2009

Please find enclosed three forms designed by Store Purchase Section of the Institute (SP FORM- I, II and III) for smooth operations of Minor Purchase of the following three categories:-

- a) Minor Purchase upto Rs. 15,000/- (Without quotation)
- b) Minor Purchase above Rs. 15,000/- & upto Rs. 1 Lakh (Without quotation)
- c) Minor Purchase above Rs. 1 Lakh & upto Rs. 2 Lakh (With quotations)

Any minor purchase papers of the above three category should be sent to Store Purchase Section (through respective HoD/HoC's) along with other relevant papers for quick processing with immediate effect.

This has the approval of the Competent Authority.

  
**Kalyan Kr. Bhattacharjee)**  
**Assistant Registrar (CDN)**

**Distribution:-**

1. Dy. Directors/Deans/ Heads of Depts./Centre's/Sections/Cells/Units/Wardens
2. P.S. to Director
3. Secy., to Registrar
4. Prof. I/C, Stores & Purchase
5. Hindi Cell
6. Prof. I/C, Publication Cell
7. Secy. to Faculty Forum
8. Master File

For publication in "SAMPARK" &  
"This FORTNIGHT in IITD"



# INDIAN INSTITUTE OF TECHNOLOGY DELHI

## STORE PURCHASE SECTION

SP FORM No. (I)

**Format for Minor Purchase upto Rs. 15, 000/- (Without quotation)**

**(To be attached with Non Consumable Form)**

Following item(s) have been procured as per the details furnished below:

Name of the item : \_\_\_\_\_

Unit Price : \_\_\_\_\_ (In rupees \_\_\_\_\_)

Quantity : \_\_\_\_\_

Total Cost : \_\_\_\_\_ (Qty. X Unit Price)

Source of Fund : Institute ☐ (Budget Head \_\_\_\_\_)

(✓ any one) Projects ☐ (Project No. \_\_\_\_\_)

The Undersigned is personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Department : \_\_\_\_\_

Employee Code : \_\_\_\_\_

**DR/AR (SPS)**

**Through: HOD**



**INDIAN INSTITUTE OF TECHNOLOGY DELHI**  
**STORE PURCHASE SECTION**

**SP FORM No. (II)**

**Format for Minor Purchase above Rs. 15, 000 & upto Rs. 1 lakh (Without quotation)**

**(To be attached with Non Consumable Form)**

The Purchase Committee consisting of following members recommends the purchase of following items as per details below:

Name of the item : \_\_\_\_\_

Unit Price : \_\_\_\_\_ (In rupees \_\_\_\_\_)

Quantity : \_\_\_\_\_

Total Cost : \_\_\_\_\_ (Qty. X Unit Price)

Source of Fund : Institute ☐ (Budget Head \_\_\_\_\_)

(√ any one) Projects ☐ (Project No. \_\_\_\_\_)

**PFC Members:**

Certified that the following members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.

[1] Signature : _____	[2] Signature : _____	[3] Signature: _____
Name : _____	Name : _____	Name : _____
Department : _____	Department : _____	Department: _____
Emp Code : _____	Emp.Code : _____	Emp. Code : _____

**DR/AR (SPS)**

**Through: HOD**



**INDIAN INSTITUTE OF TECHNOLOGY DELHI**  
**STORE PURCHASE SECTION**

**SP FORM No. (III)**

**(Format for Minor Purchase above Rs. 1 lakh & upto Rs.2 lakh)**  
**(Through Purchase Committee with quotations)**  
**(To be attached with Non Consumable Form)**

The Purchase Committee consisting of following members recommends the purchase of following items as per details below:

Name of the item : \_\_\_\_\_

Unit Price : \_\_\_\_\_ (In rupees \_\_\_\_\_)

Quantity : \_\_\_\_\_

Total Cost : \_\_\_\_\_ (Qty. X Unit Price)

Source of Fund : Institute ☐ (Budget Head \_\_\_\_\_)

(✓ any one) Projects ☐ (Project No. \_\_\_\_\_)

**PFC Members:**

[1]		[2]		[3]	
Signature	: _____	Signature	: _____	Signature:	_____
Name	: _____	Name	: _____	Name	: _____
Department	: _____	Department	: _____	Department:	_____
Emp Code	: _____	Emp.Code	: _____	Emp. Code	: _____

**DR/AR (SPS)**

**Through: HOD**