

INDIAN INSTITUTE OF TECHNOLOGY DELHI
For Processing the Purchase Requisition

Sample Format

Name of the Deptt./Centre/Sections

Note: Strike out (X) whichever is not applicable.

1. Type of Purchase

Minor Purchase*	Medium Purchase**
Upto Rs. 2 Lakh (Three Faculty Members/Group 'A' Officers)	Above 2 Lakh and upto Rs. 25 lakh (Three Faculty Members/ Group 'A' Officers + HOD/PI or his nominee)

2. Details of Committee

Minor Purchase	Medium Purchase

3. Do you want to raise PR

☐ YES

☐ NO

4. Nature (C / NC):

Consumable	Non-Consumable
C	NC

5. Budget Code:

Non Plan	Plan
Account Code	

6. Estimated Cost:

Rs.

7. Approval of CFA

HOD/HOC/PI	DDA/DIRD	DIRECTOR
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For P.R./S.O. No.

Purchase Committee No.:

Dated:

Ψ Major Purchase***

PFC above Rs. 25 lakh

(Mandatory for publishing in the Institute website & one National daily allowing minimum 21 days)

1. (Chairman to be nominated by the Director.)

2. Buyer:

3. Expert- 1

4. Expert- 2

5. DR (A/cs)/ AR (IRD A/cs)

6. AR (Stores)/his nominee

Remark:

* Approved by HOD/HOC/PI

** Approved by DD(A)/Dean (IRD)

*** Approved by Director

Ψ While opening technical bid, DR(A/Cs) & AR (Stores) not required