SPS-101

INDIAN INSTITUTE OF TECHNOLOGY, DELHI
Constitution of Purchase Finalization Committee (PFC)

Purchase Committee No.:	Old Purchase references :
	Earlier PFC No. _____ Dated: _____
Dated:	Justification for refilling of PFC form (Please tick any one):
	1. Increase in fund ☐ 2. Extension of Date ☐
	3. Multiple SO ☐ 4. Budget Head Change ☐
	5. Financial year change ☐

1. Name of Dept./Centre/Section/Unit _____

2. Nature of Purchase   Consumable   Non Consumable
   (Please tick √ at appropriate place)   ☐   ☐

3. Is the purchase to be pre-audited? | YES | | NO |

   (Pre-auditing is compulsory for purchases exceeding Rs.5 Lakhs)

4. Details of the item to be procured: _____
   _____

5. Item Group: _____

6. Budget Code: | Non Plan | | | Plan | | |
                 | Account Code | | | | | |

7. Estimated Cost | Rs. | (In words_____)

8. Certified that the space is ready for installation of the equipment in Dept./Centre/Unit on its arrival.

Dept./Centre/Section/Unit_____   Signature _____

Name of the Purchaser_____
Employee Code _____

8. Details of the Committee (Please use appropriate column)

Minor Purchase (See Rule No. 4.1)	Medium Purchase (See Rule No. 4.2 & 4.3)	Major Purchase (See Rule No. 4.4)
(Upto Rs. 2 Lakh. Constitution Comprising of three Faculty Members/ Group 'A' Officers)	(Above 2 Lakh and upto Rs. 25 Lakh. Constitution of the committee comprising of three Faculty Member/ Group 'A' Officers + HOD/PI or his nominee. It is mandatory for publishing the NIQ in the Institute website and cpp portal)	(PFC above Rs. 25 lakh, It is mandatory for publishing the NIQ in the Institute website & one National daily allowing minimum three weeks time)
Purchase above Rs.1 Lakh and up to Rs.2 Lakh should be published in IIT Delhi & NIC portal (www.eprocure.gov.in/epublish/app)	Purchase beyond Rs.2 Lakh should be processed through e-procurement (www.eprocure.gov.in/eprocure/app).	
1. Chairman _____	1. Chairman _____	1. _____(Chairman to be nominated by the Director.)
2. Buyer:	2. Buyer:	2. Buyer:
3. Expert- 1	3. Expert- 1	3. Expert- 1
4. Buyer	4. HoD/Nominee	4. Expert- 2
5.	5.	5. AR/DR (A/cs)/ AR/DR (IRD
6.	6.	6. AR/DR (Stores)/ nominee
7.	7.	7.
PFC to be approved by HOD/HOC/PI	PFC to be approved by DD(O)/ Dean (IRD)	PFC to be approved by DIRECTOR

NB: (a) In case less than 3 quotations are received than please do re-tendering (except proprietary item).
   (b) Technical Bids will be opened & examined by Technical Evaluation Committee (TEC).