

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

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Purchase Committee No.:</td> </tr> <tr> <td style="height: 20px;"></td> </tr> <tr> <td style="padding: 2px;">Dated:</td> </tr> <tr> <td style="height: 20px;"></td> </tr> </table>	Purchase Committee No.:		Dated:		<p>Old Purchase references : Earlier PFC No. Dated: </p> <p>Justification for refilling of PFC form (Please tick any one):</p> <table style="width: 100%;"> <tr> <td>1. Increase in fund <input type="checkbox"/></td> <td>2. Extension of Date <input type="checkbox"/></td> </tr> <tr> <td>3. Multiple SO <input type="checkbox"/></td> <td>4. Budget Head Change <input type="checkbox"/></td> </tr> <tr> <td>5. Financial year change <input type="checkbox"/></td> <td></td> </tr> </table>	1. Increase in fund <input type="checkbox"/>	2. Extension of Date <input type="checkbox"/>	3. Multiple SO <input type="checkbox"/>	4. Budget Head Change <input type="checkbox"/>	5. Financial year change <input type="checkbox"/>	
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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) (Upto Rs. 2 Lakh. Constitution Comprising of three Faculty Members/ Group 'A' Officers)	Medium Purchase (See Rule No. 4.2 & 4.3) (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)	Major Purchase (See Rule No. 4.4) (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).