

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

<table border="1" style="width: 100%;"> <tr><td>Purchase Committee No.:</td></tr> <tr><td> </td></tr> <tr><td>Dated:</td></tr> </table>	Purchase Committee No.:		Dated:	<p>Old Purchase references : Earlier PFC No. <input type="text"/> Dated: <input type="text"/></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	Medium Purchase	Major Purchase
Purchase above Rs.25,000 and up to Rs.2.5 Lakh	Purchase beyond Rs.2.5 Lakh should be processed through e-procurement (www.eprocure.gov.in/eprocure/app).	
(Rs.25,000 to Rs.2.5 Lakh) Constitution Comprising of three Faculty Members/ Group 'A' Officers	(Above Rs.2.5 Lakh and upto Rs.10 Lakh) Constitution of the committee comprising of four Faculty Member/ Group 'A' Officers	(Above Rs.10 Lakh and upto Rs.25 Lakh.) Constitution of the committee comprising of three Faculty Member/ Group 'A' Officers + HOD/PI or his nominee
1. Chairman _____	1. Chairman _____	1. Chairman _____ (Nominated by the Director)
2. Buyer:	2. Buyer:	2. Buyer:
3. Expert- 1	3. Expert- 1	3. Expert- 1
4.	4. Expert- 2	4. HoD/Nominee
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 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).