

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

<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>Purchase Committee No.:</td></tr> <tr><td> </td></tr> <tr><td>Dated:</td></tr> <tr><td> </td></tr> </table>	Purchase Committee No.:		Dated:		<p>Old Purchase references : Earlier PFC No. <input style="width:100px;" type="text"/> Dated: <input style="width:100px;" type="text"/> <u>Justification for refilling of PFC form (Please tick any one):</u> 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"/></p>
Purchase Committee No.:					
Dated:					

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
(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. 25 Lakh. Constitution of the committee comprising of three Faculty Member/ Group 'A' Officers + HOD/PI or his nominee.	(Above Rs.25 Lakh)
Purchase above Rs.1 Lakh and up to Rs.2.5 Lakh should be published in IIT Delhi & NIC portal (www.eprocure.gov.in/epublish/app)		Purchase beyond Rs.2.5 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).