



Store Purchase Section

SP FORM No.(II)

Format for Minor Purchase above Rs. 25,000/- & upto Rs. 2.5 Lakh

(To be attached with Consumable/ Non Consumable Form)

The Purchase Committee consisting of following members recommends the purchase of following items as per details below:

Name of the item : _____
Unit Price : _____ (In Rupees _____)
Quantity : _____
Total Cost : _____ (Qty. X Unit Price)
Source of Fund : Institute (Budget Head _____)
(/anyone) Projects (Project No. _____)

PFC Members:

Certified that the following members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question and it is not debarred by Department of Commerce or Ministry/ Department concerned or by IIT Delhi.

[1]
Signature : _____
Name : _____
Department : _____
Emp. Code : _____

[2]
Signature : _____
Name : _____
Department : _____
Emp. Code : _____

[3]
Signature : _____
Name : _____
Department : _____
Emp. Code : _____

Dean (R&D)/ DR (SPS)

Through: HOD