



भारतीय प्रौद्योगिकी संस्थान दिल्ली
Indian Institute of Technology Delhi

(20)

Internal Audit Section

No.IITD/IAUD/2011/08
Date: 05/01/2011

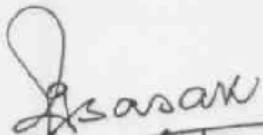
CIRCULAR

Sub: Process of Purchases on the basis of two quotations

While conveying the approval for the purchase of an equipment on the basis of two quotations, Director has desired that in all the purchases where only two quotes received, either some further attempts should be made to get quotes from additional vendors or should justify the absence of sufficient nos. of quotations/vendors for the product. The same also stipulated in Rule 4.3(vi) & 4.4:1(xvi) of IITD Purchase Rules that normally purchase shall be processed on the basis of at least three quotations.

In this regards this office earlier circular No. IITD/IA/2008/538 dt. 11/11/08 (copy enclosed for ready reference) may also be looked into.

All Heads of Deptt./Centres/Sections/Units/Cells are requested to kindly ensure the above contents while processing purchase files.


5/1/11
(P.G. Basak)
Dy. Registrar (Audit)

Distributions:

1. Dy. Directors/Deans/Heads of Deptts./Centre/Sections/Units/Cells
2. Dy. Registrar (A/cs)
3. Asstt. Registrar (Stores)
4. PS to Director
5. Secy. to Registrar
6. Prof. Inch. Audit & Accounts

✓ All staff members to SPS