
The New Comprehensive Stores and Purchase Rules, 2017 are approved by the Board of Governors in its meeting held on 04.08.2017, as per details at Appendix. The same shall be implemented with immediate effect.

Above supersedes all earlier notification related to Stores and Purchase Rules.

End: a/a

Director / Dy. Directors / All Deans
All Heads of Deptts./Centres/Sections/Units/Cells/Wardens - to kindly arrange to circulate the same amongst the staff members.

C.c.to :-
1. Prof. In-charge (Planning)
2. Joint Registrar (SPS)
3. Head, Hindi Cell : For publication in “SAMPARK”
4. D.R. (Publication) : For publication in Newsletter
5. Deputy Registrar, Directors Office
6. Secy. to Registrar
7. Gen. Secy, IITE Union / Officer Associations / Faculty Forum
8. Master File
I. PREAMBLE

These rules have been framed for purchases from institute Plan and Non-Plan funds and funds of sponsored / consultancy projects. These rules for purchase and accounting of equipment/stores for Department/Centre/Sponsored/ Consultancy Projects/Laboratories have been framed in order to provide a conducive working environment for faculty and staff to promote excellence expected from IITs and as such should be interpreted in that context, so that the procurement of the needed equipment/stores is done in time and without procedural wrangles, which permits laboratory and research work to be pursued with greater vigor.

Every authority delegated with the financial powers of procuring goods in public interest shall have the responsibility and accountability to bring efficiency, economy, and transparency in matters relating to public procurement and for fair equitable treatment of suppliers and promotion of competition in public procurement. The procedure to be followed in making public procurement must conform to the following yardsticks:

i) The specifications in the terms of quality, type etc. as also quantity of goods to be procured, should be clearly spell out keeping in view the specific needs of the procuring Deptt./Centers without including non-essential features, which may result in unwarranted expenditure;

ii) Offers should be invited following a fair, transparent and reasonable procedure;

iii) The procuring authority should be satisfied that the equipment(s)/item(s)/material selected offer adequately meet(s) the requirement in all respects;

iv) The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required;

v) At each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with while taking the procurement decision;

vi) Purchases should not be split to avoid obtaining approval of appropriate Competent Financial Authority;

vii) Normally, the purchase shall be processed on the basis of at least three quotations. However, the Director can relax this condition on sufficient grounds or on recommendation of the Purchase Committee.

viii) Funds from Non-Plan Budget MUST not be utilized for procurement of assets (non-recurring items) and funds from Plan budget MUST not be used for recurring expenditure and consumable items.
2. CLASSIFICATION OF STORES

Institute stores are classified under the following categories:

<table>
<thead>
<tr>
<th>Non-Consumables Stores (NC)</th>
<th>Limited Time Assets (LTA)</th>
<th>Consumable Stores (CS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Assets (PA)</td>
<td>Permanent Assets</td>
<td>Permanent Assets</td>
</tr>
<tr>
<td>Stores satisfying anyone of the following conditions shall be classified as Permanent Assets:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Stores which are intended to be used over prolonged periods (more than 5 years) before becoming unusable or obsolete.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Office furniture and fixtures.</td>
<td></td>
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</tr>
<tr>
<td>Stores satisfying anyone of the following conditions shall be classified as Limited Time Assets:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Store costing any amount and having useful life of less than five years, which rapidly lose their value/relevance with the lapse of time or have very little or negligible disposal value.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Stores which can be upgraded either by replacing components/part or which can be rendered obsolete by the release of new versions or editions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) Stores which can be used over any period of time but costing less than Rs. 75,000/- excluding office furniture and fixtures.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4) Examples of such items: PCs, Laptops, Tablets, Cameras, Mobiles, software, fax, projectors, LFT monitors etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stores satisfying anyone of the following conditions shall be classified as Consumable Stores:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Stores which exhaust rapidly with the lapse of time (normally within one year).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Stores which are rapidly rendered unusable due to normal wear and tear.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) Stores which have negligible disposal value.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4) Spares of equipment etc. under PA or LTA category</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Examples: Chemicals, stationery items, printer toner/cartridges, electronic storage media like: Pen drives, etc., computer parts requiring replacement such as the motherboard, RAM, hard disc etc. Batteries of any kind (like UPS, Laptops, mobiles, portable instruments etc.) electronic components like resistors, capacitors, connectors, electrical wires, plugs switches, tool bits and hand tools etc.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: In case of any ambiguity with respect to classification of stores, the same may be resolved by following Committee:

1) Deputy Director (Ops) Chairman
2) Dean, R&D, Member
3) AR/ DR (Audit), Member
4) Prof. MC Planning, Member
5) DR/AR Stores, Member Convener
### 3. Summary of IIT DELHI PURCHASE RULES

<table>
<thead>
<tr>
<th>Rule</th>
<th>Description</th>
<th>Process</th>
<th>E-Procurement</th>
<th>Decision Authority</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule 154</td>
<td>Purchase of goods without quotation: Up to Rs. 25 K</td>
<td>Cash purchase up to Rs. 25000/-</td>
<td>Without quotation</td>
<td>Departmental/Group A officer</td>
<td>Optional</td>
</tr>
<tr>
<td>Rule 155</td>
<td>Purchase of goods by purchase committee: above Rs. 25 K and up to Rs. 2.5 L</td>
<td>Single quotation through a duly constituted three members purchase committee</td>
<td>Single quotation through a duly constituted three members purchase committee</td>
<td>CIO/Head</td>
<td>Optional</td>
</tr>
<tr>
<td>Rule 156</td>
<td>Above Rs. 2.5 L and up to Rs. 25 L (i) Advertised Tender</td>
<td>Rs. 2-5 Lakh to Rs. 10 Lakh</td>
<td>E-Procurement</td>
<td>PR/Head</td>
<td>Yes (4 member local committee)</td>
</tr>
<tr>
<td></td>
<td>(ii) Limited Tender Enquiry</td>
<td>Rs. 10 Lakh to Rs. 25 Lakh</td>
<td>E-Procurement</td>
<td>PR/Head</td>
<td>Yes (4 member local committee)</td>
</tr>
<tr>
<td></td>
<td>(iii) Two Stage Bidding</td>
<td></td>
<td>Dean (R&amp;D)/DOO/O in case the cost of the product is between Rs. 10 L to 25 L</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(iv) Single Tender Enquiry</td>
<td></td>
<td>Dean (R&amp;D)/DOO/O in case the cost of the product is between Rs. 10 L to 25 L</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(v) Electronic Reverse Auctions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rule 160</td>
<td>Above Rs. 25 L (Open Tender)</td>
<td>Rs. 25 Lakh and above</td>
<td>E-Procurement</td>
<td>Director</td>
<td>Yes (14-18PS, AD, PFC is valid for 6 months)</td>
</tr>
</tbody>
</table>
Salient features of Institute: Purchase Process is placed at the following web-link (http://sps.iitd.ac.in/Others/Purchase%20Flow), Annex-II:

(i) Rate Contract: A good number of items can be procured through the Institute Rate Contracts (link of the RC is available in the following site: http://sps.iitd.ac.in, Annex-III). Alternatively, purchases can also be made directly through DGS&D rate contract (i.e. e-Market Place). No PFC is required for purchase of items through RC, but in the case of bulk purchase, or in case of non-availability of any RC item, or availability of the same RC item at lower price in the market, the item may be procured through tendering process as per the institute purchase rules.

(ii) Repeat Orders: The Indenter after being fully satisfied that the items already procured by any Department/ Centre/ School after following the complete purchase procedure, meet(s) the requirement and there is no technical/Scientific change(s) in the item may purchase the same within ninety days from the date of originally processed order after getting the approval of the CFA. (Related notification is available at the following link: http://sps.iitd.ac.in/Notifications/84.pdf, Annex-I).

(iii) On-line purchases: In case of purchases worth up-to one Lakhs, Faculty/ Group-A officers of the Institute are allowed to procure directly from the on-line portal of the manufacturer (OEM) website or shopping portal which covers standard comprehensive warranty using their ID/ Institute credit card/ personal debit or credit card (against reimbursement). In case of imports, on-line purchase can be made only after involving Import Cell of the Institute.

(iv) Customs and Excise duty exemption: IIT Delhi is exempted from paying Customs (except minimum %) and Excise Duty for all items purchased only for research and teaching purpose. Necessary Exemption Certification may be collected from Central Store Purchase Section against filling up of necessary forms (SPS-504 available at http://sps.iitd.ac.in/SPS_504.htm).

(v) Upgradation and Repairs: In case of upgradation of assets, the old asset which has been upgraded will be treated as written-off i.e., its value will be written-off from the records. The upgraded new asset will be entered in the records by raising as computerized GIS and the sum of cost of old asset and the additional cost paid, will be considered as cost of the upgraded asset. For any repairs of imported assets, in case the item is to be sent back to the OEM in foreign country, re-import process should be initiated for which necessary store purchase forms (SPS-505 at http://sps.iitd.ac.in/SPS_505.htm) should be used.

(vi) Tender Process: Any purchase beyond Rs. 2.5 lakhs should be done through eProcurement portal of Government of India (www.eprocure.gov.in, Annex-V) and the standard template of NIQ as mentioned in the website of Store Purchase Section should be used.

(vii) Purchase of Proprietary Items: Institute Single Tender Inquiry (STI) form may kindly be used (available link is given at: http://sps.iitd.ac.in/Notifications/1C38_27.5.15.pdf/SPS-102)

(viii) Transfer of stores: Transfer of stores within the Institute from one department to another and from one official to another can be done with the explicit approval of the concerned HODs and the form: http://sps.iitd.ac.in/Forms/trans_voucher.pdf, SPS-603 be used for the same followed by entering the same in the ACSS System. Transfer of stores from the Institute to another Institute/ College/ University/ Industry can be done only with the explicit written approval of the Director. In case of stores purchased...
through IRD/ TITT projects, the transfer of stores can be done with specific instructions from the 
sponsoring agency and concurrence there in by the Director. Subsequent to transfer to stores the 
appropriate Stock and Asset Registers shall be suitably updated by SPS through ACSS System. The value 
of stores so transferred shall be deducted from the capitalized assets of the Institute as indicated in the Balance Sheet.

(ix) Earnest Money: To safeguard against a bidder's withdrawing or altering his bid during the bid validity
period, the PC/PFC may obtain bid Security (also known as Earnest Money) (2-5% of the estimated cost)
and concurrence there in by the Director. Subsequent to transfer to stores the
appropriate Stock and Asset Registers shall be suitably updated by SPS through ACSS System. The value 
of stores so transferred shall be deducted from the capitalized assets of the Institute as indicated in the Balance Sheet.

(x) Performance Guarantee: In order to ensure due performance of the contract, PC / PFC may obtain
performance security from the successful bidder awarded the contract (5-10% of the order value). 
Performance Security may be obtained in the form of Demand Draft or Bank Guarantee from a scheduled
bank in an acceptable form safeguarding the purchaser's interest in all respects.

(xi) PPC form: For all purchases, PPC forms can be used (link: https://site.iiitd.ac.in/Forms/forms_ppc.pdf, SPS-101). The PPC is valid for 4 Months, if purchase is more than Rs.25L validity of PPC will be for six months. Validity of PPC will be extended from CFA.

(xii) Physical verification of items: Electronic method of doing physical verification of assets in laboratories
and offices should be explored (using QR code / RFID code) and no inventory should be in the name of
the faculty/staff members. DR / AR (Stores) shall depute stock verifiers to conduct periodic stock
verification (at least once in a year) of all items on the various stock registers located at labs / office of
the Center/Department. A separate Physical Verification Manual is placed in the website of the institute
i.e. sps.iitd.ac.in.

(xiii) Role of Store Purchase Section:
1. Processing and clearance of International Purchases.
2. E-procurement, E-publishing, E-Auction.
3. Management of Rate Contracts:
4. Processing of all items such as stationery for administrative sections only and deliveries etc. and
   their subsequent issue.
5. Maintenance of Central Asset Registers for items under PA & LTA category
6. Conducting physical annual stock verification;
7. Centralized GIS.

(xiv) Payment: Payment should be made to the vendor through RTGS. All new suppliers should register
in the ACSS system for payment registration and kindly use SPS-205 form
(http://site.iiitd.ac.in/gps_205.htm) for that purpose. Wherever advance payment has been made by
the faculty member through any of the online mode, reimbursement should be made only after raising
GTS (except for consumable items). Departmental and Central store should process the bills
immediately so that the payment can be made to the party within 30 days of supply.

(xv) Any rule / purchase procedure not covered here shall be governed by the General Financial Rules 17
5. Write-off/Disposal of Stores: Detail process flow of write-off and disposal is placed at the following link: [http://spseitd.iitd.ac.in/Others/e-auction_flow_chart](http://spseitd.iitd.ac.in/Others/e-auction_flow_chart) Annex-VII

### Limited Time Assets (LTA)

The procedure for accounting of assets under the LTA category needs to be different and simpler than those under the PA category. The LTA category items are to be disposed of after following simplified procedure on completion of the stipulated life times.

<table>
<thead>
<tr>
<th>LTA Category</th>
<th>Accounting Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>LTA Category Items</td>
<td>After write off, in case the faculty/staff member would like to retain such LTA items, they may do so by paying 0.5% of the purchase value of the item or the same may be given to an NGO, Govt body, academic institute as donation. DD(O) will be the approving authority for such disposal.</td>
</tr>
</tbody>
</table>

### Permanent Assets (PA)

The HOD shall constitute a Stores Survey Board. This Survey Board shall inspect survey the PA stores and recommend write off of those items which are ordinarily more than 5 years old in as par the committee these are obsolete, unserviceable, beyond economical repair and not usable at all.

### Financial Power for Write-off/Disposal of Stores

<table>
<thead>
<tr>
<th>CFA</th>
<th>Normal Wear &amp; Tear</th>
<th>Abnormal Wear &amp; Tear</th>
</tr>
</thead>
<tbody>
<tr>
<td>HoD/PI</td>
<td>Up to Rs.1 lac (in case of individual item). Total amount not to exceed Rs.10 lac</td>
<td>Up to Rs.5,000/- (In each case)</td>
</tr>
<tr>
<td>DD(O)/DIRD</td>
<td>Up to Rs.10 lac (in case of individual item). Total amount not to exceed Rs.50 lac</td>
<td>Up to Rs.25,000/- Total amount not to exceed Rs.1.0 lac (In each case)</td>
</tr>
<tr>
<td>Director</td>
<td>Up to Rs.50 lac (in case of individual item). Total amount not to exceed Rs.2 crore</td>
<td>Up to Rs.11 lac Total amount not to exceed Rs.5.0 lac (In each case)</td>
</tr>
<tr>
<td>BoG</td>
<td>Full Powers</td>
<td>Full Powers</td>
</tr>
</tbody>
</table>

### Write-off of Goods/equipment/items, etc. under ‘Abnormal Loss/Theft’

- **Any loss or shortage of public money, departmental revenue, receipts, stamps, stores or other property held by or on behalf of the Institute irrespective of the cause of loss and manner of detection, shall be immediately reported to the next higher authority. Cases involving serious irregularities shall be brought to the notice of the Registrar.**

- **Report of loss contemplated in (a) & (b) above shall be made as given below:**
  - An initial report with the Security Officer should be made as soon as a suspicion arises that a loss has taken place.
  - FIR be made immediately and “Non-traceable Report”, issued by Police Station be submitted for the purpose of write-off of the item.
  - A report should be sent to the Registrar after investigation indicating nature and extent of loss, errors or neglect of rules by which the loss has been caused and the prospects of recovery.
vi) The Registrar may, after examining the said and appropriate legal actions through Security Officer and/or submit the case to the Director for his consideration to write off the loss within his delegated powers.

vii) If loss is beyond his delegated powers, the same may be put up to BoG for appropriate direction and/or write-off.

6. General Do's and Don'ts in case of purchase:

Do's:

- The specifications in the terms of quality, type etc. as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring Deptt./Centres without including non-essential features, which may result in unwarranted expenditure.
- The procuring authority should be satisfied that the equipment(s)/item(s)/material selected offer adequately meet(s) the requirement in all respects. The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required.
- Buyer should ensure availability of proper space/infrastructure for installation of the equipment before initiating the purchase process.
- IIT Delhi is exempted from paying Customs Duty and Excise Duty for the items procured for research and technical equipment only. The Institute is not authorized to issue 'C' and 'D' form.
- Negotiations with the L1 vendor may be done when there is a budget constraint or where there less than three bidders have participated in the tender process.
- PFC must complete the purchase process within the stipulated period. Extension of validity of PFC may be considered only in exceptional cases.

Don'ts:

- Normally advance payments are not allowed. Only in specific cases, Advance Payment may be taken like (LC/ Advance against BG/ Advance (90% + 10%) with special approval of Dy. Director/Dean (R&D)). For advanced payments beyond Rs. 10 lakhs approval of Director is needed.
- Purchases should not be split to avoid obtaining approval of appropriate Component Financial Authority.
- Funds from Non-Plan Budget MUST not be utilized for procurement of assets (non-recurring items) and funds from Plan budget MUST not be used for recurring expenditure and consumable items.
- Normally, Buy-backs are not allowed (only in the case of batteries or in some specific cases where reasonable benefits have been extended to the purchase, it is allowed with the approval of DD(O)).
- Imports through "High Sea Sale agreement", be avoided.
- Institute is exempted from paying Customs Duty (partial) and excise duty. At any circumstances such payment cannot be made.
- Newspaper advertisement is not compulsory.
**INDIAN INSTITUTE OF TECHNOLOGY, DELHI**

**Stores Purchase Section**

**SP FORM No. (I)**

**Format for Minor Purchase up to Rs. 25,000/-**

(To be attached with Non Consumable Form)

Following item(s) has/have been procured as per the details furnished below:

<table>
<thead>
<tr>
<th>Name of the Item</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total Cost</th>
<th>Source of Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Institute</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Projects</td>
</tr>
</tbody>
</table>

(Budget Head)

(Project No.)

The undersigned is personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.

**Signature**

**Name**

**Department**

**Emp. Code**

**Dean (R&D/OR/SPS)**

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

<table>
<thead>
<tr>
<th>Name of the Item</th>
<th>Unit Price (In Rupees)</th>
<th>Quantity</th>
<th>Total Cost (Qty. X Unit Price)</th>
<th>Source of Fund</th>
<th>PEC Members:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Institute □</td>
<td>(Anyone)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Projects □</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Department</td>
<td>Department</td>
<td>Department</td>
</tr>
</tbody>
</table>

Dean (R&D)/ DR (SPS)

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

<table>
<thead>
<tr>
<th>Name of the item</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total Cost</th>
<th>Price</th>
<th>Source of Fund</th>
<th>PEC Members</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 debared by Department of Commerce or Ministry/ Department concerned or by IIIT Delhi.

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

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

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

Dean (R&D) / DGO / Head (If cost is less than Rs. 10 Lakh)  
Through: HOD
Customs and Excise Duty Exemption

Indian Institute of Technology Delhi
Hauz Khas, New Delhi-110016

Form for Seeking Excise Duty / Customs Duty Exemption Certificates from Store Purchase Section Request for

Excise Duty Exemption Certificate [ ] Customs Duty Exemption Certificate [ ]

1. Name of the Faculty / P.I. ________________________________

2. Department Name ________________________________

3. Interview No. ________________________________ Mobile No. ________________________________

4. Name of the Manufacturer ________________________________

5. Supply Order No. ________________________________ Date of SO ________________________________

6. Quotation No. ________________________________ Date of Quotation ________________________________

7. Brief Description of Item ________________________________

8. Cost of the item on which Excise Duty / Customs Duty Exemption Certificate is sought ________________________________

9. Following papers are attached:
   - Copy of Supply Order [ ]
   - Performa Invoice [ ]
   - Quotation [ ]
   - Request letter [ ]

Based on above information kindly issue Excise Duty / Customs Duty Exemption Certificate. This is certified that the goods procured be used only for teaching scientific and research work of the Institute:

Signature of Pandy [P.I.] ________________________________ Date ________________________________

To,

Deputy Registrar (Stores)
Upgradation and Repairs

Indian Institute Of Technology Delhi
Hauz Khas, New Delhi-110 016.
Website: www.iitd.ac.in

Date of收到

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Whether the equipment is under warranty (If the item is under warranty the foreign supplier may please be notified to bear the charges).</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Correspondence with agents to establish the facility to repair the item in India.</td>
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</tr>
<tr>
<td>3</td>
<td>Approval from competent authority for external import of the item.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Actual cost of item to be exported in foreign currency.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Which is complete item to be re-exported (part)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Catalogue No./Model No. of the item to be exported.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Budget head for re-export. Clearing charges and Customs Duty.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Whether foreign currency involved or not (Rs./Foreign Currency)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Whether to be intially</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Return Material Authorization (RMA) No. may be provided (to be obtained from the supplier).</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Before sending the material for repair/replacement the item should be taken on inventory.</td>
<td></td>
</tr>
</tbody>
</table>

Signature ____________________

Name of the Faculty ____________________

Emp. Code ____________________

Department ____________________

Mobile No. ____________________

Faxline No. ____________________
Purchase of Proprietary Items: Single Tender Inquiry (STI)

Indian Institute of Technology Delhi

Form for seeking approval for purchase through Single Tender Inquiry (STI)

1. Name of the Product:__________________________

2. Category of Product: (Tick all applicable)
   - Hardware product (with/without embedded software)
   - Software Product
   - A key attachment/option
   - The base hardware module or base software module
   - Specialised Service
   - Any other category - Please specify exact nature

3. Specification(s) that makes the product proprietary:

4. Name and address of the Manufacturer:

5. Reason for arriving at this conclusion that it is in the knowledge of the PC that only the particular firm is the manufacturing of the required product:

6. Has this product along with this specification been recommended by the Sponsor Agency along with the quoted vendor?
   - Yes [ ] No [ ]

7. The purchase committee certified the following:
   (a) The above specifications are critical for the purposes of the specific project or lab
   (b) Recent (last one year) purchase orders by other public institutions are attached
   
   (Alternatively summary report of successful financial negotiation with the vendor certifying that the quoted price is competitive for the product is attached)

[Signature of approving authority]

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## Transfer of Service

**Indian Institute of Technology, Delhi**

### Transfer Voucher

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of the Person</th>
<th>Department</th>
<th>Name of the Person</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
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<tr>
<th>Date</th>
<th>Name of the Person</th>
<th>Department</th>
<th>Date</th>
<th>Name of the Person</th>
<th>Department</th>
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<th>Remarks</th>
<th>Remarks</th>
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</tbody>
</table>

**Signature of the Person**

**Date and Time**

**Employee Code**

**Signature of the Authority**

**Date and Time**

**Employee Code**
### INDIAN INSTITUTE OF TECHNOLOGY, DELHI
### Constitution of Purchase Finalization Committee (PFC)

#### Purchase Committee No.  

<table>
<thead>
<tr>
<th>Old Purchase Reference</th>
<th>Dated</th>
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</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

#### Application for serving of PFC Form (Please fill in any one) 
1. Increase in fund  
2. Extension of date  
3. Multiple SO  
4. Budget Head Change  
5. Financial year change

#### 1. Name of Dept./Centre/Section/Unit

#### 2. Nature of Purchase  
- Consumable  
- Non Consumable

#### 3. Is the purchase to be pre-audited?  
- Yes  
- No

#### 4. Details of the item to be procured:

#### 5. Item Group:

#### 6. Budget Code:  
- Non Plan  
- Plan

#### 7. Estimate Cost

#### 8. Certified that the space is ready for installation of the equipment in Dept./Centre/Unit on its arrival.

#### Details of the Committee (Please use appropriate columns)  

<table>
<thead>
<tr>
<th>Minor Purchase</th>
<th>Medium Purchase</th>
<th>Major Purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Rs 50,000 to Rs 2.5 Lakh)</td>
<td>(Rs 2.5 Lakh to Rs 7.5 Lakh)</td>
<td>(Above Rs 7.5 Lakh)</td>
</tr>
</tbody>
</table>

#### Minor Purchase:
- Published in DIT/D & PCE (purchase in space of Rs. 50000/-)
- Published in DIT/D & PCE (purchase in space of Rs. 75000/-)
- Published in DIT/D & PCE (purchase in space of Rs. 250000/-)

#### Medium Purchase:
- Published in DIT/D & PCE (purchase in space of Rs. 75000/-)
- Published in DIT/D & PCE (purchase in space of Rs. 250000/-)
- Published in DIT/D & PCE (purchase in space of Rs. 500000/-)

#### Major Purchase:
- Published in DIT/D & PCE (purchase in space of Rs. 500000/-)
- Published in DIT/D & PCE (purchase in space of Rs. 1000000/-)
- Published in DIT/D & PCE (purchase in space of Rs. 2500000/-)

#### Code:  
- 1. Chairman  
- 2. Member  
- 3. Secretariat  
- 4. Other  
- 5. PFC to be approved by (Designation)  

**Note:** If there is any change in the above columns, please mention it in the approval column for further approval.

**PFC to be approved by:** [Signature]

**PFC to be approved by:** [Designation]

**PFC to be approved by:** [Signature]