

भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar
प्रायोजित अनुसंधान एवं औद्योगिक परामर्श/ Sponsored Research and Industrial Consultancy (SRIC)

Project Code-

Internal Checklist for Purchase Proposal

Description of the Item:			
Quantity Required:			
Total Estimated Cost (INR)			
Department / School / Section:			
Indenter Name:		Designation:	
Budget Head:	Non-Consumables -- ☐ / Consumables -- ☐ / Contingency -- ☐ / Other Fund..... (Mention the details here)		
Nature of the Item:	Scientific Item - ☐		Non-Scientific Item - ☐
Applicable Rules:	GeM: - Rule-149-- ☐ / Rule-166 - ☐ Non-GeM: - Rule - 154 - ☐ / Rule - 155 - ☐ / Rule – 166 - ☐ / Others (if any): - ☐		
Item type:	Non-Consumable Item - ☐	Consumable Item - ☐	Buyback Purchase - ☐ Others - ☐
Category:	Equipment- ☐	Furniture- ☐	C&P Items- ☐ Other Item- ☐ (Spares/Consumables/AMC/etc.,)

Documentation Checklist:

Sl. No.	Particulars / Documents Required	Submitted (Yes/No/NA)	Page No.	Remarks
1)	Indent Form with Technical Specifications (Annexure – “A”)			
2)	Justification for procurement			
3)	Pre-Installation Requirement			
4)	GeMARPTS (if applicable)			
5)	Undertaking for Custom Bid			
6)	Proprietary Article Certificate (PAC) if applicable			
7)	No. of Bidders Participated / No. of Quotations			
8)	Vendor Quotations / Bid Documents			
9)	OEM Authorisation Certificate			
10)	Technical Comparison Sheet			
11)	Price / GeM Comparison Sheet			
12)	Annexure –“C/D” (GFR Rule – 149/154/155) or SDPC Recommendation (as applicable).			
13)	Name of the L1 Bidder			
14)	Quoted Price of the L1 Bidder			
15)	Delivery Period			
16)	Warranty Period			
17)	Similar P.O. / W.O. Copies			
18)	Price Reasonableness Certificate			
19)	Final Purchase Proposal Form			

In addition to above, following documents applicable for CPPP Tender or GeM bidding

20)	Tender(Bid) Document (in case of Tender/GEM Bid)			
21)	Local Content (L1 Bidder) {Class-I (≥50%) / Class-II (≥ 20% < 50%)}			
22)	Land Border Sharing Certificate (L1 Bidder)			

Indenter

TO,
SRIC Section.