

**Purchase proposal request form for products available on Government eMarketplace (GeM)**  
**Prime Minister's Research Fellowship**

To,  
 Officer In-Charge  
 Central Store & Purchase Section  
 IIT Kanpur

GeM Ref No. \_\_\_\_\_  
 Date \_\_\_\_\_

**(A) To be filled by Indenter:**

Dept. Indent No.: \_\_\_\_\_

Indent Date: \_\_\_\_\_

Department: \_\_\_\_\_

**Indenter's Details**

Name	
PF No.	
Email Id	

<b>Type of Material</b>	
Consumable	
Non-Consumable	
Limited Time Asset (LTAS)	
Services	

(Please tick whichever is applicable)

**Item Details of Required Items**

Sl.No.	Complete description of Goods/Services intended to be procured	Stock held on date	Quantity Required	Unit Price	GST Rate applicable	Total cost With Taxes
Total Cost						

**Budget Details**

Sl.No.	Department Name / Project No.	Budget Head	Budget Amount

**Suggested Supplier**

Sl.No.	Name	Address

<b>Delivery Period</b>	
<b>Warranty/Guarantee</b>	
<b>Payment Term</b>	

1. Certified that the goods/services intended to be purchased (as above) is/are not distributed through Central Stores & Purchase Section.
2. Certified that the Allocation exists for the above amount.

**Indentor's Signature\***

**HOD Signature**

**(B) To be filled by Concerned Budget Unit:**

Budget Head	
Funds Available	
Funds Committed	

Verified: Sufficient funds are available under above mentioned Head and required amount has been committed.

**Dealing Official/In-Charge**

**Asst. Registrar, R&D**

**Officer In-Charge, R&D**

**(C) To be filled by Internal Audit**

Audit Observation:

**Dealing Official**

**Supdt.**

**JR (Audit)**

**(D) Expenditure Sanctioning Authority:**

Approved / Not Approved

**HOD/DORD/Dy-Director/Director**

Enclosures: 1. Print-out from GeM

**\*Note:** The Indenter for any purchase could preferably be the Principal Investigator or HOD or HOD's nominee. The details of the purchase would be recorded in respective PMRF stock registers maintained at the Department.