

SPONSORED RESEARCH & INDUSTRIAL CONSULTANCY
INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR

PURCHASE REQUISITION AND FUND AVAILABILITY FORM

Department/Centre/Section.....

PROJECT CODE	
RECURRING	NON-RECURRING

Requisition No. _____ **Dt.** _____

Sl. No. Description of stores (Name in brief) Total Value ₹ _____

1. This purchase requisition has been made on the basis of:
(Please delete which is not applicable)

Comparative price basis (Statement enclosed)	Repeat order basis. PO No.....	Single Basis Qtn. No.....	Rate Contract basis, RC No.
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2. Routine purchase procedure followed : YES/NO

3. If not, give justification (in case of a Proprietary item necessary certificate to be furnished) :

4. Purchase order to be placed on : (1) M/s
(2)
(3)

5. Validity of quotation upto :

6. Terms of payment recommended :

7. (i) NMI Certificate given by the Head of the Dept./Center or the Investigator-in-charge etc. enclosed : YES/NO

(ii) Name and address of the Indian Agent, if any :

(iii) Percentage of agency commission, if any :

Signature of the P.I. of
Scheme/Project/Consultancy work with date
& seal

Signature of HOD/HOC/HOS
with date & seal

REQUISITION FOR FOREIGN PURCHASE

Equipment / Contingency / Consumable

8. Fund Availability

Total grant received / allotted	₹.
Total expenditure incurred including this purchase	₹.
Balance available	₹.

Date :

Project Officer/Superintendent
S.R.I.C., I.I.T., Kharagpur -721302

Note1.Fund booking is required for all purchases.

2. All purchase proposals amounting to Rs. 10,000/-and above are to be pre-audited.

COMMENTS OF PRE-AUDIT

1. Vetted / Not vetted
2. Observations, if any
3. Terms of payment
4. Fund booked : ₹.Under Recurring/Non-Recurring
vide page no..... of the
relevant register
5. Proposal recommended / not recommended.

Administrative Officer(P)/Assistant Registrar (SRIC)

The above purchase is approved

Sanctioning Authority
Dean(SRIC)

To
The Senior Administrative Officer (F&PM)/Deputy Registrar
S.R.I.C., I.I.T., Kharagpur -721302

REQUISITION FOR FOREIGN PURCHASE

**SPONSORED RESEARCH & INDUSTRIAL CONSULTANCY
INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR**

Requisition No **dt**

Description of Stores

Please arrange to procure the following stores

B. Foreign Purchase

Class of Stores (Tick the relevant one)	Sl.no.	Description of Stores	Quantity Required	Rate per unit in foreign currency	Total in foreign currency
1] Equipment					
2] Furniture					
3] Accessories					
4] Spares					
5] Consumable					
6] Software					
7] AMC					

Total Ex-works Value (in foreign currency) _____ Exchange rate: -----
(as on : _____)

Add: Packing and forwarding charges :

Total **FCA/FOB** value (in foreign currency) :

Add: Freight and insurance

Total **CIP/CIF** value (in foreign currency) :

Less: Agency commission :
Margin money for foreign payment :
Add : Agency commission :
Value in Indian Currency ₹:

For FCA/FOB : Freight, insurance, customs Duty (@ 5.2%), ₹:
clearing charge & other charges = Total 15%

For CIP/CIF : Insurance, customs Duty (@ 5.2%), clearing ₹:
charge & other charges = Total 10%

Entry Tax (@ 1% on the value of the equipment) ₹:

Total value (₹): _____

Signature of P.I.

REQUISITION FOR FOREIGN PURCHASE

**SPONSORED RESEARCH & INDUSTRIAL CONSULTANCY INDIAN
INSTITUTE OF TECHNOLOGY, KHARAGPUR**

JUSTIFICATION OF PURCHASE

Signature of the Principal Investigator with date

REQUISITION FOR FOREIGN PURCHASE

**SPONSORED RESEARCH & INDUSTRIAL CONSULTANCY INDIAN
INSTITUTE OF TECHNOLOGY, KHARAGPUR**

BRIEF RESEARCH ACTIVITY

Signature of the Principal Investigator with date