



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Central Stores & Purchase Section
[Import Section]

Purchase Proposal for Imports

Dated:

Category: Non-Cons Consumable LTAS

I General Details: Perishable -

- PF No. Name of PI/Indenter:
- Name of Dept: Dept. Indent Number:
- SOURCE OF FUND :

In case of A/C - I		In case of A/C -II	
Name of Department		Project No.	
Budget Description		Budget Description	

- Contact no: **(a)** Ph: **(b)** Email: @iitk.ac.in
- Order type: Normal Rate Contract
- Recommended Quotation No. (Attach):

II Supplier Details:

	Principal Supplier	Indian Agent
1. Agency / Vendor name :		
2. Address :		
3. Ph.No :		
4. Mobile:		
5. Email :		
6. Bank A/c No :		N/A
7. Bank Name & Add :		N/A
8. SWIFT/ IFSC Code :		N/A
9. Commercial registration details:		

III. Description & Cost of Material / Equipment:

Sl. No.	Complete description / specification of Items as mentioned in the recommended quotation. [Please enclose separate sheet if required]	Model No./ Part No.	Quantity	Unit Price	Currency	Total Amount
1						
Total						

Shipping Cost (If quoted by the supplier):		
1	Freight Charges	
2	Insurance Charges	
3	Packing and Forwarding Charges	
4	Documentation charges	
5	Other Charges, if any	
6	Agency Commissions, if any	
7	Discounts, if any	
8	Total Cost in Foreign currency:	
9.	Shipping Terms / Incoterms : <i>(Choose one of the below options, as applicable)</i> Ex-Works FCA FOB CIF/CIP DAP Others :	
Ex-Work; Free on Board Value (FOB); Cost-Insurance-Freight (CIF); Cost & Freight (C&F); Free Carrier Arrangement (FCA) ; Delivered at Place (DAP)		

V. Terms & Conditions:

	Item	Description
1	Guarantee/Warranty (Yrs.)	
2	AMC Value per annum	
3	Costs for additional warranty, if any	
4	No. of Preventive Maintenance Service visits per annum	
5	Validity period of quotation (Min. 60 days)	
6	Delivery Period (in weeks)	
7	Payment Terms: <i>(Choose one of the below options, as applicable)</i> In case of others, Please specify:	

VII: Other information for import:

Sl No.	Particulars/Specifications	Description
1	Country of Origin of goods	
2.	Port of Loading	
3.	Shipment Mode: Air Ship Courier	In case of others, please specify.....
4.	Approximate Dimensions after packing	
5.	Length X Breadth X Height in cm	
6.	Gross Weight	

IX: Approval of Expenditure Sanctioning Authority:

Approval is subject to availability of Funds at the time of SR Generation				
Indenter /P I	HoD	DoRD	Dy. Director	Director



Indian Institute of Technology, Kanpur

NOT MANUFACTURED IN INDIA CERTIFICATE (N.M.I.C.) CUM PROPRIETARY CERTIFICATE

To the best of my knowledge, the required material.....
as per requisition no. dated
is not manufactured in India and its equivalent substitute is also not
Available in India which can serve our purpose.

Further, I have also referred following books which are available in Dean
(R&D) office and confirmed that the required items in the said indent, is not
manufactured in India.

1. Hand book of indigenous manufactures (Chemical and miscellaneous stores) published by India Investment Centre, New Delhi.
2. Hand book of indigenous manufacturers (Engineering stores) published by India Investment Center, New Delhi.
3. Directory of Scientific Instrument Investments.
4. Components manufactured in India published by CSIO, Chandigarh.

Signature of the indenter (s)

CHECK LIST

Please put (√) or relevant remarks in the box after ensuring completion of the activity.

1. Whether budget provision is clearly mentioned for budgetary control.
2. Whether the committee is approved by the competent Expenditure Sanctioning Authority.
3. Whether the proposed item is available on GeM.
4. Whether the cost of the proposed item is less than 25,000/-. Please enclose certificate as given in Rule 154 of GFR 2017.
5. Whether the cost of the proposed purchase is less than 2.5 Lakh. Please enclose Committee Report as per Rule 155 of GFR 2017.
6. Whether the Tender Enquiry is published on Institutes website and on CPPP (Applicable for single source purchase costing above 2.5 Lakh).
7. Whether the cost of the proposed purchases is above 2.5 Lakh and the bids have been sought through e-procurement system.
8. Whether proper justification is given in terms of quality and price reasonability when single offer (quotation) is considered.
9. Whether Purchase Proposal Form is approved by competent Expenditure Sanctioning Authority. Please refer to the below table for reference.
10. Whether the Quotation has been signed by the Indenter/HOD/all Committee members (as applicable).
11. Whether certificate relating to NMIC(Annexure - I) & Proprietary Article Certificate .
12. Whether valid authorization letter from Principal Supplier in favour of Indian Agent is attached.
13. Whether Agency Commission has been specifically mentioned which is to be paid in Indian Currency.
14. Whether the GUARANTEE/WARRANTY period of equipment has been specified.
15. Whether the quotation is valid for 60 days from the date of issue.
16. Whether the partial shipment is being contemplated, if so, the same is not acceptable.
17. Whether insurance is being arranged by Institute, if so, please mention that clause in the enquiry.
18. Whether quotation value is in Foreign Currency.
19. Whether all the quotations/Bids received in response of the tender are enclosed.
20. Whether the committee recommendation report/Comparative Statement is enclosed.
21. Whether a List of Goods (Annexure -II) (2 copies) is enclosed duly signed and stamped.
22. Whether delivery period is mentioned on the quotation.
23. Whether the correct payment terms have been opted. Please note that advance payment is permissible only upto USD 10,000/- or its equivalent.
24. Whether the correct shipping terms/incoterms (Ex-W/FCA/FOB/CIF/CIP/DDP) has been opted. It is advisable to place the purchase proposal preferably on FOB/FCA basis to avoid demurrage charges.
25. Whether any performance security is required to be submitted by the seller.

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Signatures of the indenter
With Office seal and date