

Date: _____

Purchase Recommendations (Up to Rs 50,000/-)

Name of the Indenter:

School / Centre / Section:

Name/Details of the Indenter:

Total amount to be incurred for procurement (Rs.):

The details of the item and vendor are as under:

S. No.	Name/Details of the supplier	Item (s) Description	Invoice/Receipt number & date	Amount in INR
1				
Sub-Total				
Applicable GST @ 18%				
Other charges (inclusive of taxes), if any				
Total F.O.R Price up to IIT Mandi, Kamand				

Recommendation:

1. The required specifications of indented item(s) have been purchased from/are available with _____ @ Rs. _____/- (F.O.R Price up to IIT Mandi, Kamand).
2. Further, it is certified that "I, _____ satisfied that these goods purchased are of the requisite quality and specifications and have been purchased from a reliable supplier at a reasonable price".
3. Payment terms: _____
4. Expected delivery period/Already delivered: _____
5. Warranty etc./other specific terms/Remarks, if any: _____

The recommendations are submitted along with the purchase indent for administrative & financial approval please.

Signatures of the Indenter & Purchaser

#Sanctioning/ Approving Limit (CFA):

HoD/ HoC/ Registrar/SE
Up to 2 Lakhs

Dean
Up to 3 Lakhs

Director
Beyond 3 Lakhs