

Appendix-I

Indian Institute of Technology (Indian School of Mines), Dhanbad							
Purchase Proposal Request Form							
Ref No.: _____				Indent Date : _____			
1. Indenter's Name: _____							
2. Department / Section: _____							
3. Department Indent No.: _____							
4. Quotation Attached (Yes/No) _____							
5. Type of Item: ☐ Consumable ☐ Non-Consumable				6. Purchase Order Type ☐ Normal ☐ Repeat Order ☐ Rate Contract			
7. Mode of Procurement: ☐ GeM ☐ Non-GeM				8. Item Category _____			
9. Details of Required Items.							
Sl. No.	Complete Description of Items (Specification Model, Catalogue No.) Use a separate sheet if required.	Stock Held as on date (Wherever applicable)	Quantity Required	Purpose	Method of Procurement [LPC/Bid at deptt. Level (clause 4.5) / Bid through P&S Section]	Estimated Units Price	Total Estimated Cost
Total Cost							
10. Budget Details							
Sl. No.	Department Name/Project No.	Budget Head	Budget Amount				

11. Whether Indigenous / Imported: _____

Indenter's Signature

Name: _____ Employee Code: _____ Email: _____

Recommendations of the DPAC

[Applicable only for purchase above Rs. 1,00,000 (Rs. 2,00,000, for the procurement of scientific equipment and consumables for research purposes as per OM no. F.20/42/2021-PPD dated 05.06.2025)]

The DPAC recommends the details of the required item(s) as mentioned at Sl. No. 9 above and Indent for the procurement and approval of the Competent Authority.

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 Chairman Member Member Indenter
 Approved

HoD/HoC/PI/PC/CI/Registrar/Dean / Dy. Director/ Director
(Signature)