

# IIT KHARAGPUR

## PURCHASE CHECK LIST

Department/School/Centre/Unit: \_\_\_\_\_

Requisition No:.....

Date:.....

Sl. No.	Particulars	Y → available N → not-available NA → not-applicable
01	Administrative Approval (Form A)	
	Administrative and Budgetary Approval (Form B)	
02	Justification of Purchase	
03	Technical Write up on letterhead	
04	Brief Research Activities on letterhead	
05	Copy of Notice Inviting Tender / Tender document	
06	Proof of publication of the tender	
	a) Newspaper publication	
	b) Website publication	
07	Tender fee & EMD deposit receipt	
08	Original tender papers with envelopes duly signed by all members	
09	Minutes / Recommendation of Technical Evaluation Committee + Technical Comparative Statement	
10	Price comparative statement / Rank statement	
11	PNC based purchase	
	a) Spare part / Component Yes / No (tick one). If No, go to 11 (b)	
	b) Necessary PNC certificate	
12	Indian Agent → DGS&D enlistment certificate	
13	Repeat Order Proposal → Certificate of compliance	
14	Purchase under Rate Contract, Copy and No. of RC	
15	Requisition form	

Remarks, if any:

\_\_\_\_\_  
(Signature of Dean/HoD/HoS/HoC/PIC/Chairperson with seal)