



INDIAN INSTITUTE OF TECHNOLOGY DELHI  
STORE PURCHASE SECTION

SP FORM No. (II)

Format for Minor Purchase above Rs. 15, 000 & upto Rs. 1 lakh (Without quotation)

(To be attached with Non Consumable Form)

The Purchase Committee consisting of following members recommends the purchase of following items as per details below:

Name of the item : \_\_\_\_\_  
Unit Price : \_\_\_\_\_ (In rupees \_\_\_\_\_)  
Quantity : \_\_\_\_\_  
Total Cost : \_\_\_\_\_ (Qty. X Unit Price)  
Source of Fund : Institute  (Budget Head \_\_\_\_\_)  
(√ any one) Projects  (Project No. \_\_\_\_\_)

PFC Members:

Certified that the following members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.

[1] Signature : _____	[2] Signature : _____	[3] Signature: _____
Name : _____	Name : _____	Name : _____
Department : _____	Department : _____	Department: _____
Emp Code : _____	Emp.Code : _____	Emp. Code : _____

DR/AR (SPS)

Through: HOD