Ref. No.: IIT (BHU)/I. P. Cell/FPC./2018-19/710

Dated: 04th December 2018

All the Heads of the Departments / Coordinators of the Schools, IIT(BHU),
The Coordinators / Incharge of Units / Centers / Offices, IIT(BHU),
All the Professor Incharges, IIT(BHU),
Indian Institute of Technology (BHU), Varanasi.

NOTICE

In the meeting of Furniture Purchase Committee it has been decided that in case of urgent requirement of furniture, the Heads/Coordinators of the Departments/School/ Council of Warden, etc can procure the furniture for value upto Rs. 50,000/- from Government e-marketplace (GeM) as per GFR norms meeting the requisite quality, specification and delivery period subject to the total upper ceiling of ₹ 1,00,000/- (Rupees one lakh) per semester out of the funds available/sanctioned for this purpose.

The Committee also resolved that all the Heads/Coordinator of the Departments/School/ Council of Warden, etc may submit the requirement of furniture for the financial year 2018-19, if any, on the prescribed format as finalized by the Committee and printed overleaf.

Therefore, all the concerned are requested to submit their furniture requirement if any within 10 days to the office of the undersigned for further course of action in this regard.

Yours faithfully,

Assistant Registrar (R&D)
& Member Secretary (FPC)

Copy forwarded for information to the followings;

All the Deans, IIT(BHU),
The Chief Councillor, IIT(BHU) – Gymkhana,
The Chairman, Senate Library Committee, IIT(BHU),
The Chairman, IIT(BHU) – Cafeteria Committee,
The Chairman, Council of Wardens, IIT(BHU),
The Coordinator, GTAC, IIT(BHU),
The Administrative Wardens / Wardens of the Hostels, IIT(BHU) – Hostels,
The Chairman, Web Management & E-mail Services Committee,
The Chairman, IWC, IIT(BHU),
The Incharge, 1st Year Computer Lab., IIT(BHU),
The Dy. Chief Proctor, IIT(BHU),
The P.S. to Director, IIT(BHU),
The P.A. to the Registrar, IIT(BHU),
Indian Institute of Technology (BHU), Varanasi.

Assistant Registrar (R&D)
& Member Secretary (FPC)
To,
Chairman,
Furniture Purchase Committee
IIT(BHU)

From

Date:
Quotation Attached (Yes/No)

Type of Furniture | Purchase Order Vide
---|---
Office Furniture | GeM
Lab Furniture | Furniture Purchase Committee
Storage Furniture | 
Any Other | 

Please Tick where-ever applicable, else provide 'X'

Details of Required Items:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Complete Description of Furniture (Specification Model, Catalog No.) use Separate sheet if required</th>
<th>Stock available on date for the purpose, if any</th>
<th>Quantity Required</th>
<th>Purpose</th>
<th>Approx Unit Price*</th>
<th>Approx Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Total

* Attach GeM Printout/Comparative statement

Budget Details:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Department Name/Project No.</th>
<th>Budget Head</th>
<th>Budget Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Major</td>
<td>Minor</td>
</tr>
</tbody>
</table>

Suggested Supplier if any:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Supplier</th>
<th>Address</th>
<th>Quotation (Y/N)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

1. Certified that the Allocation exists for the above amount and Furniture Purchase Committee is hereby authorized to deduct the amount from the budget for the purchase.
2. Certified that the goods intended to be procured (as above) are not available on Government e-Marketplace (GeM) or the supply of the same through GeM is not available in Varanasi.

Indenters Name
Name: 
PF No: 
Email: 
Phone No.: 

Head of the Department

Note: In case of Hostel, Council of Warden, IIT(BHU) must forward this form Hostel wise.

FPC Chairman: Approved/Not Approved

Authorized person for Purchase: