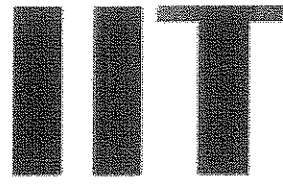


भारतीय
प्रौद्योगिकी
संस्थान
कक्षा: हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

☎: 0542-6702070 – 71, 0542-2366674; FAX : 91-542-2368428; e-mail : registrar@iitbhu.ac.in

Office of the Registrar
(Institute Purchase Cell)

कुलसचिव कार्यालय
(संस्थान क्रय प्रकोष्ठ)

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)

**INDIAN INSTITUTE OF TECHNOLOGY
(BANARAS HINDU UNIVERSITY)**
(Furniture Purchase Requisition Form)

File No. _____

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.

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

* Attach GeM Printout/Comparative statement

Budget Details:

Sl. No	Department Name/Project No.	Budget Head		Budget Amount
		Major	Minor	

Suggested Supplier if any:

Sl. No.	Name of Supplier	Address	Quotation (Y/N)

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: _____