

# NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

## RESEARCH AND CONSULTANCY SECTION

### Checklist for Procurement of Goods

#### A. GeM item

SL No	Particulars	√
1.	Procurement Requisition Form	
2.	Copy of Administrative and Financial Sanction(Office Oder)	
3.	Project Sanction order copy ( if applicable)	
4.	Latest Bank Statement of project account( if applicable)	
5.	GeM specification with indenter/PI Sign	
6.	GeM AS &FS form	

#### B. Non GeM item

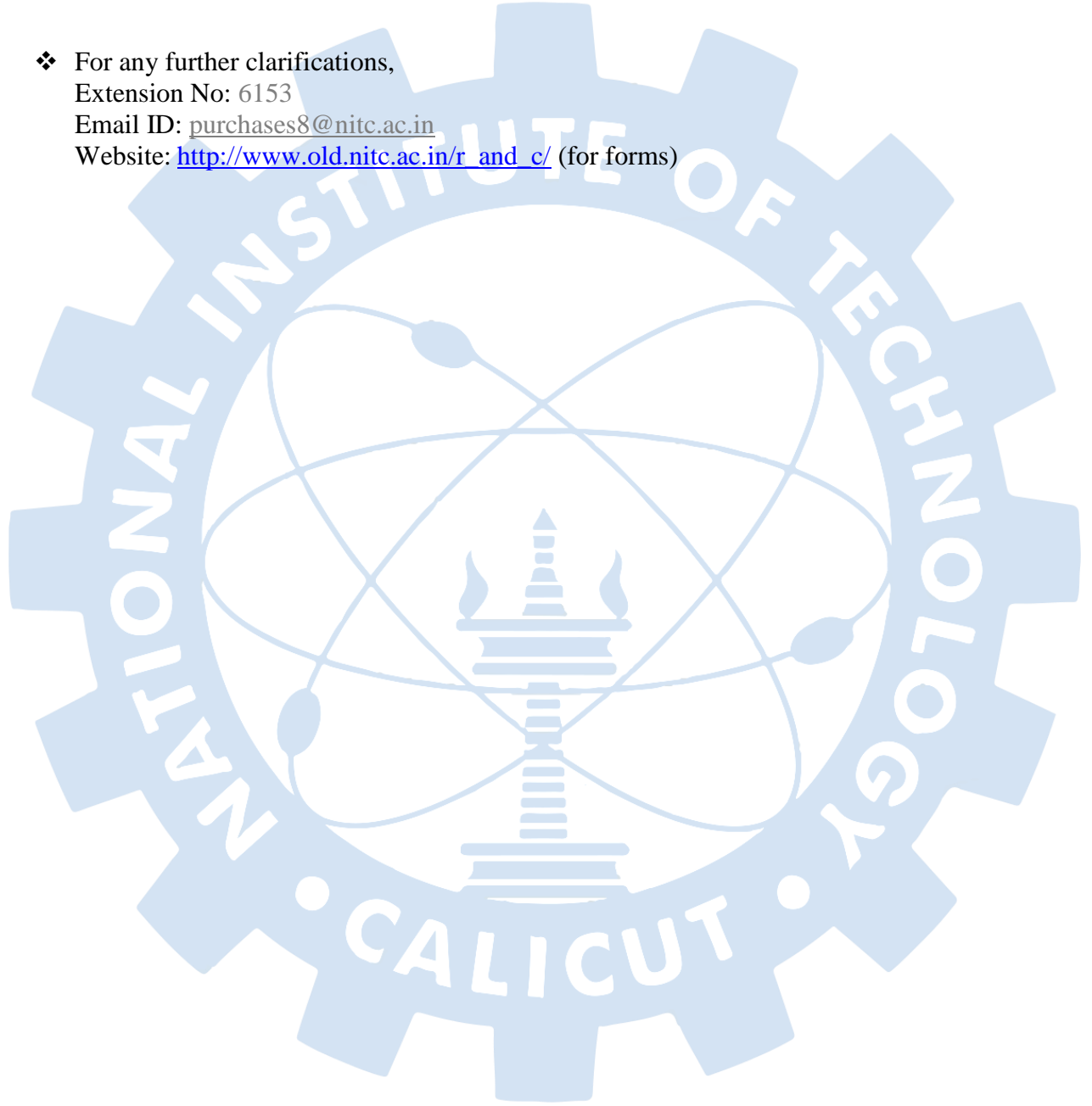
SL No	Particulars	√
1	Procurement Requisition Form	
2	Copy of Administrative and Financial Sanction (Office Order)	
3	Project Sanction order copy( if applicable)	
4	Latest Bank Statement of project account( if applicable)	
5	Specification of item with Indenter/PI sign	
6	GeM non availability (Annexure III & GeM generated certificate)	
7	Vendors List(Min.3)	

#### C. If item as proprietary

SL No	Particulars	√
1	Procurement Requisition Form	
2	Copy of Administrative and Financial Sanction (Office Order)	
3	Project Sanction order copy( if applicable)	
4	Bank Statement of project account( if applicable)	
5	Specification of item with Indenter/PI sign	
6	GeM non availability (Annexure III & GeM generated certificate)	
7	Proprietary Article Certificate (PAC) from user department	

8	Proprietary certificate from Original equipment manufacturer (OEM)	
9	Authorization letter by OEM, in case of any authorized distributor/reseller	
10	Budgetary Quote duly <b>recommended</b> by the purchase committee	
11	Fall clause certificate by reseller/distributor (as per our format)	

- ❖ For any further clarifications,  
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Website: [http://www.old.nitc.ac.in/r and c/](http://www.old.nitc.ac.in/r_and_c/) (for forms)



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