

Dr. Mahalingam College of Engineering and Technology, Pollachi-642 003

(An Autonomous Institution)

Office of Dean Research and Innovation

PURCHASE OF EQUIPMENT FORM - SEED MONEY

IN-HOUSE R&D PROJECT

In- house R&D FORM 4

Date:

A. PROJECT DETAILS

Name and Designation of the Faculty Incharge	:	
Name of the Department	:	
Title of the Project	:	
Letter No. & Sanctioned Date	:	
Duration of the Project	:	
Total Cost (Rs.)	:	
Quotation copy (Minimum 3 vendors)	:	Enclosed (Yes/No)

B. TECHNICAL AND FINANCIAL COMPARATIVE STATEMENT FOR PURCHASE OF EQUIPMENT'S

S. No.	Name of the equipment	Specifications	Quantity required	Details of Vendors and Price(including GST)			Recommended Vendor	Cost of equipment (Rs.) (including GST)	Remarks for recommendation
				Vendor L1: ___	Vendor L2: ___	Vendor L3: ___			
1				Rs.	Rs.	Rs.			
2									
Total Cost(Rs.)									

C. DEPARTMENT PURCHASE COMMITTEE

Committee	:	Name, Designation and Signature
Head of the Department	:	
Programme Coordinator	:	
Project Coordinator	:	

D. BUDGET DETAILS

Based on the recommendation by the department purchase committee, I would like to purchase the above mentioned equipment to carry out my In-house R&D Project. Budget details are given below:

Particulars	Proposed Budget Rs. (as per sanctioned order)	Actual amount spent till date Rs.	Available balance Rs.	Now Requested Rs.

Approval is requested for the above mentioned equipment.

SIGNATURE OF THE FACULTY INCHARGE**HEAD OF THE DEPARTMENT****DEAN – R&I****PRINCIPAL****SECRETARY**