

**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 5**

**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									
<b>Total Cost(Rs.)</b>									

### C. DEPARTMENT PURCHASE COMMITTEE

<b>Committee</b>	<b>:</b>	<b>Name, Designation and Signature</b>
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:

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

Approval is requested for the above mentioned equipment.

**Signature of the Faculty Incharge**

**Head of the Department**

**Dean – R&I**

**Vice Principal**

**Principal**

**Joint Secretary**

**Secretary**