

Office of Dean Research and Innovation

PURCHASE OF EQUIPMENT FORM – EXTRAMURAL FUNDING R&D PROJECT

Date:

Note: This form is applicable only for getting the approval from MCET. The Investigators are advised to strictly follow the funding agencies guidelines / norms for purchase of equipment's.

A. PROJECT DETAILS

Name and Designation of the PI	:	
Name and Designation of the Co-PIs	:	
Project Staff details (Name & Designation)	:	
Name of the Department	:	
Title of the Project	:	
Letter No. & Sanctioned Date	:	
Funding Agency	:	
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. PURCHASE COMMITTEE DETAILS

Committee Member	:	Name, Designation and Signature
Principal Investigator	:	
Co- Principal Investigator	:	
Head of the Department	:	
Allied branch HoD	:	
Dean A&A	:	
Dean R&I	:	
Principal	:	
External Member (if any, as per the funding agency norms& regulations)	:	

D. BUDGET DETAILS*

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

Particulars	Detail of account in which amount released by the agency	Total Amount released (Rs.)	Total Amount available in the project account (Rs.)	Sanctioned Budget for Purchase of equipment (Rs.) (as per sanctioned order)	Management contribution for equipment purchase if any (Rs.)	Actual amount spent for purchase of equipment till date Rs.	Any excess amount spent for purchase of equipment (if any) Rs.	Available balance under equipment head (Rs.)	Total Available balance for the project (Rs.)	Now Requested Rs.

*Cost including GST as per GoI & follow International logistics.

We kindly permit us to release the Purchase Order (PO) after final negotiation with the recommended vendor.

Approval is requested for purchase of the above mentioned equipment.

Signature of the PI

Signature of the CO- PIs

Head of the Department

Dean – R&I

Vice Principal

Principal & Joint Secretary