



**INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR  
RESEARCH & DEVELOPMENT UNIT (R&D)**

**SANCTION PROPOSAL (FOREIGN PURCHASE)**

**File No.** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Project Code.** \_\_\_\_\_

**Subject: -** \_\_\_\_\_ **- Reg.**

Name of the Principal Investigator/ Indenter: **Prof./Dr.** \_\_\_\_\_

Name of the HoS: **Prof./Dr.** \_\_\_\_\_; School/Centre: \_\_\_\_\_

Mode of tender: \_\_\_\_\_ Basis of Selection \_\_\_\_\_

No. of Attempts for Tendering: **Once/Twice/Thrice**

**Technical Comparison Statement at Page:** \_\_\_\_\_ **Price Comparison Statement at Page:** \_\_\_\_\_

Name of the selected Firm for Order:

**To  
Principal**.....

**Copy to:  
Indian Agent**.....

**FINANCIAL PROPOSAL**

| Sl.No.  | Description | Qty | Unit | Total Value in EURO/USD/GBP |
|---|-------------|-----|------|-----------------------------|
|   |             |     |      |                             |
|   |             |     |      |                             |
|   |             |     |      |                             |
|   |             |     |      |                             |
|   |             |     |      |                             |
|   |             |     |      |                             |
| <b>Ex-Works Price =</b>   |             |     |      |                             |
| <b>Less: Special Discount =</b>   |             |     |      |                             |
| <b>Net Ex-Works Price =</b>   |             |     |      |                             |
| <b>FOB Charges including packing =</b>  |             |     |      |                             |
| <b>TOTAL FOB =</b>  |             |     |      |                             |
| <b>Exchange rate @ ..... =</b>  |             |     |      |                             |
| <b>Add: Charges against freight forwarding, custom duty, custom clearance, transportation &amp; insurance =</b> |             |     |      |                             |
| <b>TOTAL AMOUNT IN INR =</b>  |             |     |      |                             |
| <b>IN WORDS-</b>  |             |     |      |                             |

**Terms & Conditions**

- 1. **Price:** For FOB .....
- 2. **Payment:**
- 3. **Delivery Period:** Within ..... weeks from the date of .....
- 4. **Warranty:** Warranty for ..... from the date of installation.
- 5. **Installation & Commissioning and Training:** Free of cost.
- 6. **Performance Bank Guarantee:** 10% of the order value to be submitted before release of final payment and after successful installation and commissioning of the equipment in the form of Bank Guarantee issued from any Indian Scheduled Bank valid for ..... months from the date of installation.
- 7. **Liquated Damage:** Penalty for late delivery will be imposed @ 0.5% per week subject to a maximum of 10% of the total value of supply order & beyond 10% subject to approval of Director IIT Bhubaneswar.

Total Amount to be sanctioned .....(RUPEES .....only)

**SANCTION PROPOSAL IS PREPARED ON THE BASIS OF RECOMMENDATION OF PURCHASE COMMITTEE MEMBERS.**

**D.A, R&D**

**Assistant Registrar(R&D)**

|                                   |
|-----------------------------------|
| Indenter /Principal Investigator: |
|-----------------------------------|

**SANCTION FORM**

On the recommendation of the Purchase Committee, approval and sanction is hereby accorded

for an expenditure of \_\_\_\_\_(Rupees \_\_\_\_\_ Only) amount in **FC**

\_\_\_\_\_ (IN WORDS **FC** \_\_\_\_\_ ONLY) for the purchase of \_\_\_\_\_

from \_\_\_\_\_ through \_\_\_\_\_ under Budget Head ..... of Project

No . \_\_\_\_\_ .

|                                      |
|--------------------------------------|
| <b>Assistant Registrar (R&amp;D)</b> |
|--------------------------------------|

|                       |
|-----------------------|
| <b>Dean (R&amp;D)</b> |
|-----------------------|