



ACCEPTANCE COPY

(Internal File Ref. No.: 2266/2024/OIR)

Work Order No.: WO/ORD/2024-2025/IIT/2157/1

Date: 24-07-2024

Department / Cost Centre: [IR] International Relations

TO,
vcode:V/2019/614
Name:URMILA
ENTERPRISE|Address:NA|Pan:DBEPM9931A|Email
Id:URMILAENTERPRISE89@GMAIL.COM|IFSC
Code:PUNB0387200|A/C Number:3872002100008344|Status

Copy To:

vcode:V/2019/614
Name:URMILA
ENTERPRISE|Address:NA|Pan:DBEPM9931A|Email
Id:URMILAENTERPRISE89@GMAIL.COM|IFSC
Code:PUNB0387200|A/C Number:3872002100008344|Status

HSN / SAC Code:-

Sub: Customized Blinds for Office

Ref: UE/2024-2025/05

Quotation Date: 15-07-2024

Dear Sir/Madam,

With reference to your above quotation, I am directed to inform you that your offer for the supply of stores/execution of works has been accepted to the extent shown below:

#	Description	Unit	Unit Cost	Qty.	Discount	Freight	Insurance	Tax %	Total
1	Customized Blinds For Office	Square Feet	160.00	820.00	0.00	0.00	0.00	GST @18.00%	154816.00 INR
		Base Value	131200.00	GST		23616.00		Gross Total:	154816.00
<hr/>									
Amount In Words: Rupees One Lakh Fifty Four Thousand Eight Hundred and Sixteen Only									
<hr/>									
Net Total: 154816.00									

Base Value Of The Order : 131,200.00

Gross Amount For Bill: 154816.00. (In Words: Rupees One Lakh Fifty Four Thousand Eight Hundred and Sixteen Only)

Completion Time: 90 Days

Accepted Amount: 1,54,816/-

Remarks :

Yours Sincerely

Rabibrata Mukherjee
Dean, International Relations

24.07.2024

Enclosure

Copy of Quotation Ref No. UE/2024-2025/05 dated 15/07/2024.

T. M. A. M.
26/7/24



OFFICE COPY

(Internal File Ref. No.: 2266/2024/OIR)

Purchase/Work/AMC Order In Previous System : No Previous Reference Has Been Found.

Order ID.: ORD/2024-2025/IIT/2157 Work Order No.: WO/ORD/2024-2025/IIT/2157/1

Date: 24-07-2024

Department / Cost Centre: [IR] International Relations

TO,

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vcode:V/2019/614

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Name:URMILA

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ENTERPRISE|Address:NA|Pan:DBEPM9931A|Email

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Yours Sincerely

Rabibrat Mukherjee
Dean, International Relations

24.07.2024

Enclosure

Copy of Quotation Ref No. UE/2024-2025/05 dated 15/07/2024.





आंतरराष्ट्रीय संबंध कार्यालय
भारतीय प्रौद्योगिकी संस्थान, खड़गपुर
Office of International Relations
Indian Institute of Technology, Kharagpur



Ref. No. 2267/2024/OIR

Date: 19/07/2024

Subject: Audit vetting for procurement of Customized blinds for office.

This is in connection with the procurement of Customized blinds for office vide LPC approval ref. No. 2245/2024/OIR dated 24/06/2024.

With approval of the Competent Authority, procurement file is being placed for audit vetting and subsequent financial concurrence. The payment will be released from the operating grant of International Relations.

Submitted Please.

Dean (IR)

Rebabrat Mukherjee

19/07/2024

JR (Audit)



Proposal for procurement of Customized Blinds amounting to ₹ 1,54,816/- from M/s Urmila Enterprise on LPC basis have been checked on basis of available documents in the file.

Based on the recommendation of the Purchase Committee the file may be processed further.

JR (Audit)

Apash
22/07/2024

DR (Accounts)



As per the recommendation of the Internal Audit Section
at pre-page, financial concurrence is accorded
for Rs 154,816/-.

ADM
23.07.2024

~~AO Cash 23/07/24~~
~~AR(F) DR 23/07~~
~~DR(A/c) W/21/24~~

~~Dean, DR~~

Work order may be issued
Reb: Israt Mithy →
24.07.2024.



Indian Institute of Technology Kharagpur
Finance Section

Booking Request ID: FBR/2024-2025/IIT/8430

Booking ID: FBK/2024-2025/IIT/8156

Dept./Centre/Section/School/Unit : International Relations
Project : Not Applicable
Proposal For : Amount to be booked for the procurement of Customized blinds for Office through LPC.

Fund Type : Maintenance Fund
Fund Sanctioned For This Proposal : 154816.00 [Rupees One Lakh Fifty Four Thousand Eight Hundred Sixteen Only]/-
Status : Approved
Order Id (If Any) : ORD/2024-2025/IIT/2157 (Order Preparation Assign To Department)
Remarks By Approving Authority : NA

Financial Concurrence

Financial Concurrence Id : FBK/2024-2025/IIT/8156

Financial concurrence is accorded for Rs. : 154816.00 [Rupees One Lakh Fifty Four Thousand Eight Hundred Sixteen Only]/- under the head MNT Furniture and Fixture(200502) for the year 2024-2025, subject to Sanction of Expenditure.

Concurrence By: *ADM 23.07.24*

AOI C/S
AOI Executive / Superintendent

J.A.O

Assistant Registrar (F)

Deputy Registrar (F&A)

Registrar

Deputy Director

Sanction of Expenditure

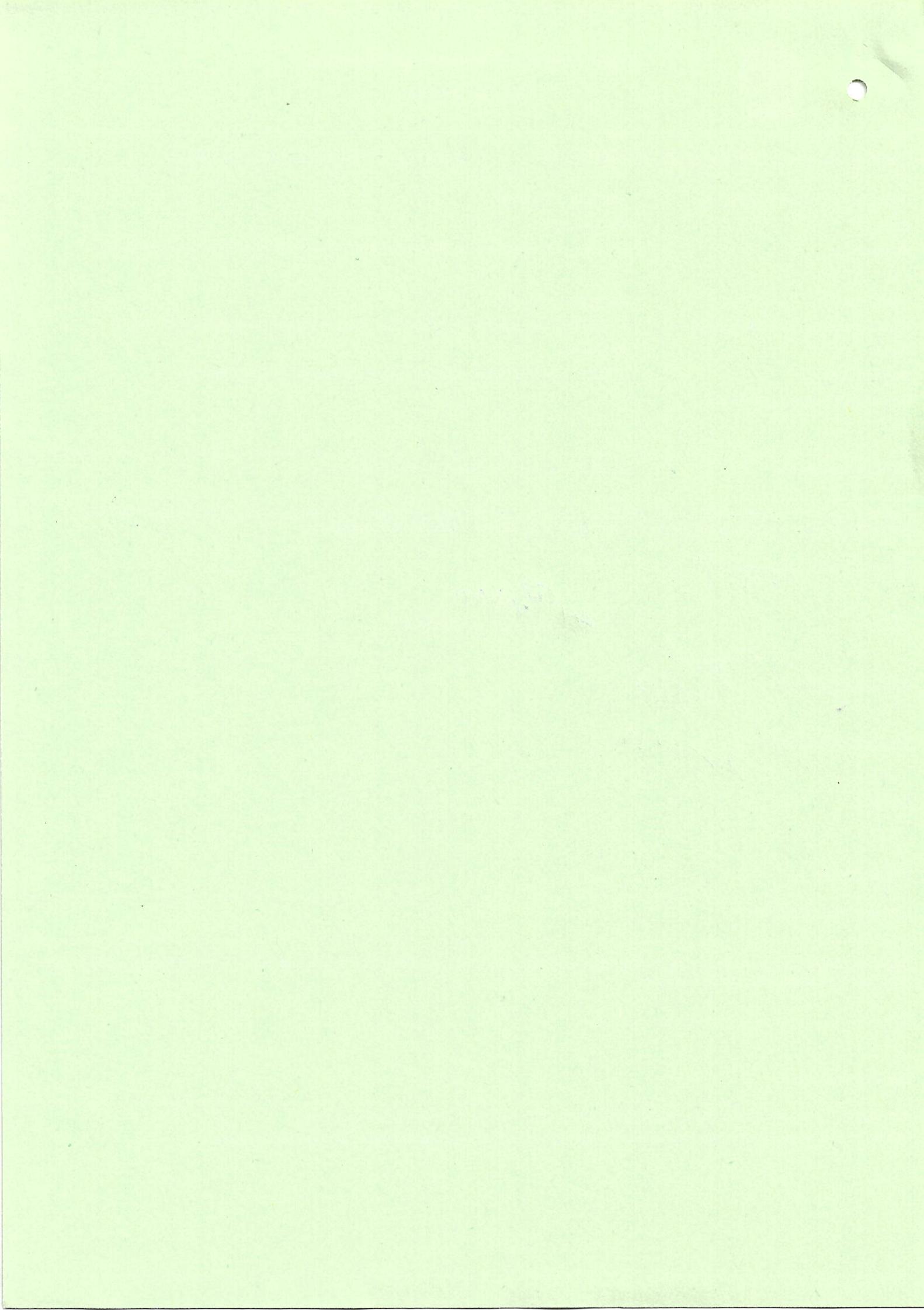
Sanction of Expenditure is accorded for Rs. 154816.00 [Rupees One Lakh Fifty Four Thousand Eight Hundred Sixteen Only]/- for issue of Work Order / Purchase Order to

M/s.....

Signature with Seal:

Approved By: Director/Dy. Director/Dean/HOD/HOS/HOC/PIC/Chairman/Registrar/Head of Section or Units

NB: Copy of this approval should be attached with the bill and send to the Accounts Section for payment.





INDIAN
INSTITUTE OF
TECHNOLOGY
KHARAGPUR

PURCHASE REQUISITION

(Before filling in the Form please see the guidelines)

Department/Centre/Section Office of International Relations

FUND : OPERATING / EQUIPMENT

PURCHASE : INDIGENOUS/FOREIGN

Requisition No.

Date 19/07/2024

1. Item to be purchased : Equipment/Furniture/Accessories/Spares/Consumables

2. Approximate Value of the purchase as per Annexure - I or II - in Rupees : 1,54,816/-
Foreign :

3. (a) Is routine purchase procedure followed : Yes / No

(b) Is the item available on the Institute rate contract
(if yes, mention the rate contract No. & Date)

: Yes / No

R/C No.

Dt.

4. Is the item being purchased of proprietary nature
(if yes, please provide proprietary nature certificate)

: Yes / No

5. Whether the purchase proposal has been vetted
by the Departmental Purchase Committee

: Yes / No

6. (i) Purchase Order to be placed on Urmila Enterprise, Rabindrapally Hijli
KHARAGPUR, PASCHIM MEDINIPUR, W.B.

(ii)

(iii)

(ii) In case of foreign order, mention the name &
address of the Indian Agent and percentage of
agency commission if applicable.

: (i)

7. Validity of the offer 90 Days

8. Terms of payment recommended by the Departmental Purchase Committee : (pl. put a ✓ mark)

Indigenous : Within 30 days/Against Delivery/Advance Payment* / Through Bank*

Foreign : Letter of Credit / Sight Draft* / Advance Demand Draft* / Wire Transfer*

Director's approval is required.

Karali Das
19.07.2024

Signature of Chairman
(Dept. Purchase Committee)

Rabibrat Mukherjee

Signature of HOD/HOC/HOS

19.07.2024

Z

COMMENTS OF PRE-AUDIT UNIT

9. Proposal vetted and cleared
 10. Proposal cannot be recommended because of

: Yes / No

a) _____
 b) _____

Deputy Registrar (F&A)

FUND AVAILABILITY FORM

11. Fund Availability :

Equipment	Furniture	Operating
-----------	-----------	-----------

12. Total grant received : _____

13. Cumulative expenditure upto and including this purchase proposal : _____

14. Balance available with the Dept./Centre/Sections : _____

15. Fund Booked : Rs. _____ Under Plan/Non-Plan vide Page No. _____ of the relevant register.

To
 The Deputy Registrar (S&P) - for placement of order

Deputy Registrar (F&A)

GUIDELINES

1. While considering the Indent for purchase, it is presumed that the Department is conversant with the Institute rules regarding purchase procedure.
2. Every attempt shall be made to know the prevailing market rate of the stores proposed to be purchased, especially when the purchase is on *single quotation basis*.
3. Proprietary Nature Certificate should be given with due care.
4. Departmental Enquiry accompanied by quotations & comparative statement signed by the HOD and Chairman, Deptl Purchase Committee shall be enclosed.
5. Specifications shall be complete and in Metric units Where National/International codes are applicable please specify.
6. In case of Computers (both hard-wares and soft-wares), Printers, CD Writer, Scanner, UPS etc. the purchase proposal shall be routed through Chairman, CPMC i.e. Deputy Director
7. In case of Air-Conditioners, Car, T.V., VCR, Water cooler, Overhead Projector etc. specific approval of Director will be required even if the cost is within the powers of the Head of the Dept./Centre/Section. For purchase of refrigerator, Air-conditioner, Chilling Plants etc. proposal shall be routed through Prof.-in-charge, Refrigeration & Air-condition Unit.
8. Advance Payment : For advance payment from Rs. 500/- to Rs. 10,000/- and beyond Rs. 10,000/- Dy. Director's and Director's approval respectively is required
9. Validity of quotation : 60days for Indigenous purchase & 90 days for Foreign purchase.
10. Since the present form will not go back to Dept. the fund position will have to be ascertained from the Accounts Section. "Only in case of objection raised by the Audit Unit, the proposal shall be sent back to the Indenter for necessary compliance."
11. Before sending a purchase proposal to S&P Section, please ensure that the offer is valid for minimum 10 clear working days (for indigenous) and 13 clear working days (for foreign) for the S&P Section to release the order

The above are important and brief guidelines. In case of specific query, Stores & Purchase Section may please be contacted.

Description of Stores
INDIGENOUS PURCHASE

SL. No.	Description of Stores	Unit	Qty.	Rate/Unit	Total Cost in rupees
1.	Customized Blinds for office.		820 sq feet	160/-	1,31,200
N.B. - Please use separate sheet, if the space is not sufficient.					
1.0				SUB TOTAL	1,31,200

1.1 Excise Duty @ 16% (in case of Scientific Equipment/ : Rs. _____
Computers only, E.D. Exemption Certificate will be
Provided by S & P section)

1.2 Packing & Forwarding Charges : Rs. _____

1.3 Sales Tax (GST - 18%) : Rs. 23,616/-

1.4 Freight Charges (if applicable) : Rs. _____

1.5 Insurance (if applicable) : Rs. _____

(1.0 - 1.5) GRAND TOTAL

: Rs. 1,54,816/-

Reb. Prob. Purchase
19.07.2024



Indian Institute of Technology Kharagpur
Administrative Approval For Procurement (FORM - A)

FBR/2024-2025/IIT/8430

Booking Request ID:FBR/2024-2025/IIT/8430

Booking ID:Not Approved Yet

Name of Indentor : Sanjeev Kumar Verma (23032)
 Designation : Junior Assistant
 Organisation : Indian Institute of Technology Kharagpur
 Cost Center : International Relations
 Project : Not Applicable

Budget Information : Maintenance Fund

Item Description : Amount to be booked for the procurement of Customized blinds for Office through LPC.
 Total Estimated Value : 154816.00 [Rupees One Lakh Fifty Four Thousand Eight Hundred Sixteen Only] /- ✓
 Status : **Request**
 Justification(add extra sheet if required) :

summarized position of allocation

Total Allocated Amount	Cumulative Booked Fund	Available Balance	Total Concurred	Creation Information
1670664.00	978917.00	691747.00	751986.00	23032 19-07-2024 12:41 PM

Date: 19/07/24,

Jaykr. 19/07/24.
(Signature of The Indentor)

If Proposal upto 600000 /-

Approved

डॉ. रविन्द्र मुखर्जी
Dr. Rabibrata Mukherjee
संकायाध्यक्ष, अंतर्राष्ट्रीय संबंध

Rabibrata Mukherjee 19.07.2024

(Signature and Seal of THE /ALL DEANS OTHER THAN DEAN(SRIC)/HoD / HoC / HoS / DEAN (VGSOM) / DEAN (RGSOIPL) / REGISTRAR/ALL CHAIRMAN/ CHAIRPERSON/ HEAD CIC / HEAD IIC / PRESIDENTS TSG / ALL PICs / CHIEF ENGINEER IW/LIBRARIAN/ PMO, BCRTH/SE/Joint REGISTRAR / DEPUTY REGISTRAR / Sr. EE)

If Proposal above 600000 /-

Approved

Recomendation of the /ALL DEANS OTHER THAN DEAN(SRIC)/HoD / HoC / HoS / DEAN (VGSOM) / DEAN (RGSOIPL) / REGISTRAR/ALL CHAIRMAN/ CHAIRPERSON/ HEAD CIC / HEAD IIC / PRESIDENTS TSG / ALL PICs / CHIEF ENGINEER IW/LIBRARIAN/ PMO, BCRTH/SE/Joint REGISTRAR / DEPUTY REGISTRAR / Sr. EE

(Signature with Seal)

Deputy Director

Approved

Date:

(Director)

FINANCIAL POWER FOR APPROVAL

Authority	Financial	Authority	Financial
-----------	-----------	-----------	-----------

ଶ୍ରୀମତୀ. ଡ୉. ରାଧିକା ମହିନେ
ମାତ୍ରାମାତ୍ର, ଶ୍ରୀମତୀ
ଡେମ୍ପାଲି ରାଜମାନ
ଯୁଦ୍ଧ ପାତ୍ର ବିପରୀତ ମହାତ୍ମା
ମହାତ୍ମା ବିଦ୍ୟାବିନୀର ପାତ୍ର



Ref. No. 2266/2024/OIR

Date: 16/07/2024

Subject: Price comparative statement for the quotation received for the procurement of Customized blinds for office under enquiry no. IITKGP/OIR/2024-25/MISC/001.

The quotation request has been sent to the below mentioned vendors vide committee approval note ref. no. 2245/OIR/2024 dated 03/07/2024 for the procurement of Customized blinds for office.

1. Anupam Enterprise
2. Urmila Enterprise
3. Dhiraj Kumar
4. M.D. Enterprise

Placed below is the price comparative statement of the quotations received from the mentioned vendors under LPC enquiry no. IITKGP/OIR/2024-25/MISC/001 dated 12/07/2024:

Description of Items	Anupam Enterprise	Urmila Enterprise	Dhiraj Kumar	M.D. Enterprise
Customized Blinds for Office	158686.00	131200.00	135300.00	161589.00
GST	Inclusive	23616.00	24354.00	Inclusive
Total Value	158686.00	154816.00	159654.00	161589.00
Ranking	L2	L1	L3	L4

As per the above statement it is seen that Urmila Enterprise has quoted the lowest for the said procurement. Hence the committee recommends placing order to Urmila Enterprise.

The committee also certifies that all the members of the committee are jointly and individually satisfied that the service recommended for purchase of requisite specification, quality and that they are priced at the prevailing market rate and supplier recommended is reliable and competent to provide the service in question, and it is not debarred by department of commerce or Ministry/Department concerned, as far as we understand. The price fixed appears to be reasonable.

Rabibrata Mukherjee

Dean, International Relations
Member

*For
Korali Das*

Dean, Alumni Affairs
Member

Shantanu Dey

Dean, Student Affairs
Member

Korali Das

Dean, Outreach
Chairman

Highland Standard



URMILA ENTERPRISE

(General Order Supplier)

GSTIN - 19DBEPM9931A1ZL

24

RABINDRAPALLY, HIJLI, KHARAGPUR, PASCHIM MEDINIPUR, PIN- 721306

QUOTATION

Ref. No. UE/2024-2025/05

Date: 15/07/2024

Your Enq No. IITKGP/OIR/2024-25/MISC/001

To.

Date: 12/07/2024

The Dean (IR)

International Relations Office

IIT Kharagpur-721302

Sl. No.	Description	Qnty.	Rate	Amount	
				Rs.	p.
1.	Customized Blinds for Office:- [HSN : 3925]	820 Sq Feets	160/-	1,31,200	00
	Add : GST -18 %			23,616	00

Total - 1,54,816.00

Validity : 90 days ✓

Delivery : 21 days ✓

Payment : 30 days ✓

Feb 18 date
16.07.2024

Shatabdi
K. Das



Shatabdi
Das
15.07.2024

For URMILA ENTERPRISE



URMILA ENTERPRISE

(General Order Supplier)

GSTIN - 19DBEPM9931A1ZL

RABINDRAPALLY, HIJLI, KHARAGPUR, PASCHIM MEDINIPUR, PIN- 721306

MOBILE : 8327294424
urmilaenterprise89@gmail.com

Ref. No.: UE/2024-2025/05

Date: 15.07.2024



Self-Certificate for Local Content

A. *We [name of the manufacturer] hereby confirm in respect of quoted item(s) that the Local Content is equal to or more than 50% and come under 'Class-I Local Supplier' Category. The percentage of local content is 100%. As being 'Class-I Local Supplier', we are eligible for Purchase Preference under 'Make in India' Policy vide GOI Order no. P-45021/2/2017-PP (B.E.-II) dated 16th September, 2020. The stated local content shall not include the services such as transportation, insurance, installation, commissioning, training and after sales service support like AMC/CMC etc. as local value addition.

OR

*We [name of manufacturer] hereby confirm in respect of quoted item(s) that the Local Content is more than 20% but less than 50% and come under 'Class-II Local Supplier' Category. The percentage of local content is _____. The stated local content shall not include the services such as transportation, insurance, installation, commissioning, training and after sales service support like AMC/CMC etc. as local value addition

* Strike out whichever is not applicable

B. The details of the location(s) at which the local value addition made is as under:

1. Kolkata

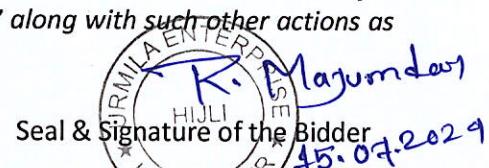
2.

3.

C. Country of Origin India

(We also understand that false declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rule'2017 for which a bidder or its successors can be debarred for up two years as per Rule 151 (iii) of the General Financial Rules'2017 along with such other actions as may be permissible under law.)

Date: 15.07.2024



Note: Clarification for local content calculation as per OM No. P-45021/102/2019/BE-H-Part (1) (E-50310), dated March 4, 2021 of Government of India, Ministry of Commerce and Industry, Department of Promotion of Industry and Internal Trade, Public Procurement Section.





सत्यमेव जयते

Government of India
Form GST REG-06
(See Rule 10(1))

Registration Certificate

Registration Number : 19DBEPM9931A1ZL

1.	Legal Name	RUPA MAJUMDAR			
2.	Trade Name, if any	URMILA ENTERPRISE			
3.	Constitution of Business	Proprietorship			
4.	Address of Principal Place of Business	TEWTICHATI, HOLDING NO. 608/A/597, WARD NO: 33, TALBAGICHA, KHARAGPUR, West Medinipur, West Bengal, 721306			
5.	Date of Liability				
6.	Period of Validity	From	04/07/2019	To	Not Applicable
7.	Type of Registration	Regular 			
8.	Particulars of Approving Authority				

Signature

Name	
Designation	
Jurisdictional Office	
9. Date of issue of Certificate	04/07/2019

Note: The registration certificate is required to be prominently displayed at all places of business in the State.

This is a system generated digitally signed Registration Certificate issued based on the deemed approval of application on 04/07/2019.

