



INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
RESEARCH & DEVELOPMENT UNIT

INDENT FOR PURCHASE OF EQUIPMENT/CONSUMABLE

DEPARTMENT/ SCHOOL/ SECTION:

[Empty box for Department/School/Section]

Indent No.:

Date:

Project Code:

[Empty box for Project Code]

/ Under Budget Head:

[Empty box for Under Budget Head]

Name of Indenter: Designation: Tel.No.& Email id:

Name of HOD: Designation: Tel.No.& Email id:

The following items may kindly be procured (Separate items to be indented for each category)

Table with 5 columns: Sl.No., Item with detailed specifications*, Quantity, Unit Cost, Total Cost

* No specific make/brand of any particular manufacturer/firm should be mentioned in the indent. No separate sheet to be attached for technical specifications. All the specifications should be mentioned in the space provided; the columns may be expanded if required. For proprietary stores, requisite Proprietary Article Certificate (PAC) to be attached.

- I. Installation/Commissioning of the item shall be done by: Indenter/Supplier/Manufacturer/Indian Representative or Authorized agent/dealer: (please mention the appropriate one)
II. Details: Life of the equipment/Availability of Spares/Ease of Maintenance/Others:
III. Delivery Period: (in No. of days/weeks/months)
IV. Installation requirements like area, power, civil workers etc. are ready: (Yes/No)
If No, Expected time by which requirements will be completed
V. List of available vendors with complete contact details: (Please give the vendors of known reputation and reliability)
VI. Inspection Schedule for the item:
VII. Whether Training required: (Yes/No)
If yes, give justification/reasons:

*Certified that the specifications of the equipment laid down in the indent are broad based & do not have any restrictive parameter to suit a particular bidder:

SIGNATURE OF INDENTER

SIGNATURE OF HOS

DATE:

DATE:

1. Verified that the indented item is in the list of items sanctioned by competent authority for Project No.

_____ under Budget Head _____.

2. The proposal is to be processed through Limited Tender Enquiry/Open Tender/Single Tender Enquiry/DGS&D/Annual Rate Contract/Proprietary Article Certificate/ Local Purchase (up to Rupees 15,000/-)

J/PA(R&D-Pur)

3. Necessary funds are available to process this item.

Nature of item (consumable/non- consumable)	Budget allocated under the project	Total amount of indents (duly revised) including the present, in the project	Balance Available

JAO/JS (R&D-Accts)

Supdt. /JS (R&D)

AR (R&D)

Dean (R&D)