

**Annexure-A**

**INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR**

# INDENT FOR PURCHASE OF EQUIPMENT/CONSUMABLE

Indent No.:

## DEPARTMENT/ SCHOOL/ SECTION:

Budget Head:

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No. | Item with detailed specifications\* | Quantity | Estimated 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.

1. Installation/Commissioning of the item shall be done : by: Indenter/Supplier/Manufacturer/Indian Representative or Authorized agent/dealer:

(please mention the appropriate one)

1. Details: Useful life of the equipment(Warranty) /Availability of Spares / Ease of Maintenance / Others :
2. Delivery Period: (in No. of days/weeks/months) :
3. Installation requirements like area, power, civil works etc. are ready: (Yes/No)

If No, Expected time by which requirements will be completed

1. List of available vendors with complete contact details like Address Email/Website: (Please give the vendors of known reputation and reliability with Past Experience (if any))

:

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: 1……………………………………………. 2…………………………………………….

3…………………………………………….

4…………………………………………….

5…………………………………………….

6…………………………………………….

1. Inspection Schedule for the item: :
2. Whether Training required: (Yes/No) : If yes, give justification/reasons:
3. The Approximate period required for the Equipment : to become operational from the date of its arrival
4. Emergency Purchase Certificate (if any) :

\*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 HOD

**DATE: DATE:**

**CERTIFICATE**

It is Certified that the stock is not available in the stores.

**Signature Indenter/DR/AR (S&P)**

# FOR USE BY ACCOUNTS:

* 1. Verified that the indented item is in the list of items sanctioned by competent authority under Budget Head

& the same has been noted in Accounts.

* 1. Necessary funds are available to process this item.

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

**Dealing Assistant Signature of DR / AR (F&A)**

# MODE OF TENDERING:

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/-)

## Dealing Assistnat Signature of DR