



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर

INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

Annexure-A

खरीद मांग प्रपत्र (इंडेंट फॉर्म)

Purchase Requisition Form (Indent Form)

**Indent for Procurement of Scientific Equipment / Consumables for Research Purposes
(or) Non-Scientific Equipment / Consumables (Strike out whichever is not applicable)
(Send separate indent forms for different categories of goods)**

Indent No.:
Date :

Department / School / Section:				
Indenter Name:		Designation:		Phone No.
				Email ID:
Name of HoS/HoD:		Designation:		Phone No.
				Email ID:
Budget Head:	OH-35 -- <input type="checkbox"/>	OH-31 -- <input type="checkbox"/>	HEFA -- <input type="checkbox"/>	Other Fund -- <input type="checkbox"/> : (Mention the details here)
GeM: - Rule-149-- <input type="checkbox"/> / Rule-166 - <input type="checkbox"/>			Others (if any): - <input type="checkbox"/>	
Non-GeM: - Rule - 154 - <input type="checkbox"/> / Rule - 155 - <input type="checkbox"/> / Rule - 166-<input type="checkbox"/>			(Mention details here)	
Justification regarding Non-GeM procurement (if applicable):				
Item type:	Non-Consumable Item - <input type="checkbox"/>	Consumable Item - <input type="checkbox"/>	Buyback Purchase - <input type="checkbox"/> (Inventory details may be attached herewith)	
Is the Proprietary Article Certificate (PAC) submitted?			Yes: <input type="checkbox"/>	Not Applicable: <input type="checkbox"/>
Sl. No.	Item Name with specifications (#)	Quantity	Estimated Rate/unit (INR)	Total Estimated Cost (INR)
1)				
2)				
3)				
Grand Total				
(#) No specific make or brand name of any particular manufacturer or firm should be mentioned for the item. A separate sheet may be attached for detailed technical specifications, if required.				
Other required details:- Fill all the details Compulsorily (Wherever the field is not applicable, write "N/A")				
List of available suppliers (for Non-GeM Procurements only)		1) 2) 3) 4)		
Delivery Period:			Warranty Period:	
Installation / Commissioning of the item shall be done by (if applicable) (Indenter/Supplier/Manufacturer/Indian Representative or Authorised agent/dealer):				
Inspection Schedule for the item:	Yes / No	Whether Training is required:	Yes/No : Justification:	
AMC / CAMC (if required):				
In case of spares (Attach Main Purchase Order copy along with the details of equipment/assembly where fitted):				
Certified that the specifications of the equipment mentioned in the indent are broad-based and do not contain any restrictive parameters to suit/favour a particular bidder.				
It is certified that the stock for the above-mentioned item(s) is/are not available in the stock.				

मांगकर्ता के हस्ताक्षर/
Signature of the Indenter
तारीख:/Date:

एच.ओ.एस./एच.ओ.डी./डीन/रजिस्ट्रार/एस.ई. (सिविल) के हस्ताक्षर/
Signature of HoS/HoD/SE(Civil)/Dean/Registrar
तारीख:/Date: