



INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

(Continuing Education)

INDENT FOR PURCHASE OF EQUIPMENT/CONSUMABLE

Indent No.: DEPARTMENT/ SCHOOL/ SECTION: 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)

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.

- 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: Useful life of the equipment(Warranty)
/Availability of Spares / Ease of Maintenance / Others :
- III. Delivery Period: (in No. of days/weeks/months) :
- IV. Installation requirements like area, power, civil :
works etc. are ready: (Yes/No)
If No, Expected time by which requirements will be :
completed
- V. List of available vendors with complete contact : 1.....
details like Address Email/Website: (Please give the 2.....
vendors of known reputation and reliability with Past 3.....
Experience (if any)) 4.....
5.....
6.....
- VI. Inspection Schedule for the item: :
- VII. Whether Training required: (Yes/No) :
If yes, give justification/reasons:
- VIII. The Approximate period required for the Equipment :
to become operational from the date of its arrival
- IX. 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

DATE:

SIGNATURE OF HOD

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.

2. 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