



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
प्रायोजित अनुसंधान औद्योगिक परामर्श
Sponsored Research Industrial Consultancy
Annexure-A (Indent form)

Project Code : -----

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: Non-Consumables -- ☐ / Consumables -- ☐ / Contingency -- ☐ / Other Fund.....
(Mention the details here)

GeM: - Rule-149-- ☐ / Rule-166 - ☐
Non-GeM: - Rule - 154 - ☐ / Rule - 155 - ☐ / Rule - 166-☐
Others (if any): - ☐
(Mention details here)

Justification regarding Non-GeM procurement (if applicable):

Item type: Non-Consumable Item - ☐ Consumable Item - ☐ Buyback Purchase - ☐
(Inventry details may be attached herewith)

Is the Proprietary Article Certificate (PAC) submitted? Yes: ☐ Not Applicable: ☐

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 / CSMC (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.			
The installation requirements like area, power, civil works etc. are ready: Yes/No If not, expected time by which requirements will be completed			

मांगकर्ता के हस्ताक्षर/ Signature of the Indenter	मुख्य अन्वेषक (पीआई) के हस्ताक्षर / Signature of the Principal Investigator (PI)	एच.ओ.एस./एच.ओ.डी./डीन/ के हस्ताक्षर/ Signature of HoS/HoD/ Dean
तारीख:/Date:	तारीख:/Date:	तारीख:/Date:

1. Verified that the indented item is in the list of items sanctioned by competent authority for Project No. _____ under Budget Head _____.
2. 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

JA (SRIC)

JAO/SO (SRIC)

AR/DR (SRIC)

Dean (SRIC)