



REQUISITION REF _____

INDENT FOR PURCHASE OF MATERIALS

1. CAPITAL / REVENUE:

2. MODE OF PURCHASE: (Cash Purchase / Limited Tender (Single Bid or Two Part Bid) / Public Tender / Single Quote, if proprietary, please place the PAC certificate of OEM & SINP / Repeat Order / Two Part Tender/Rate Contract)

3. END USE / LOCATION:

4. DIVISION/SECTION:

5. (a) Project : (b) Object Head Srl No:
(Do not club Non Plan & Plan and items of two projects in one indent)

6. Fund Status:

7. Full description of the Material/s:

(Please do not club Capital & Revenue i.e. consumables, spares, AMC in one indent).

(a) Description of ITEM / EQUIPMENT / AMC (attach DATA SHEET) / WORKS / SPARES / SOFTWARE / PUBLICATION etc.

(please add additional page, if required)

(b) Unit of Measurement:

(c) Quantity:

(d) Stock Availability:

8. Name, Contact details of the Indentor

9. Approximate Cost (a) in Rs. for local items

(b) in foreign currency for Imported items

(Bench-marking to be done wrt recent pricing ie last two years, any variation greater than 10% have to be duly justified)

10. Enquiries to be sent for sourcing item through Local purchase / Imports / both:
(Please attach separate sheet giving full name, address and contact details of vendors under respective category).

11. Special Instruction, if any:
(Please attach separate sheet if required)

Sign and Date
Indentor

Sign and Date
PI/PL

Sign and Date
HoD

Sign and Date
DCA

Sign and Date
Registrar

AIP
Director