



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar
प्रायोजित अनुसंधान एवं औद्योगिक परामर्श
Sponsored Research and Industrial Consultancy (SRIC)

INDENT FOR PURCHASE OF EQUIPMENT/CONSUMABLE

DEPARTMENT/ SCHOOL/ SECTION:

Indent No.:

Date:

Project Code: / Under Budget Head:

Name of Indenter: _____ Designation: _____ Tel.No.& Email ID: _____

Name of HoS: _____ 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	Unit Cost	Total 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: Life of the equipment/Availability of Spares/Ease of Maintenance/Others: :
- III. Delivery Period: (in No. of days/weeks/months) :
- IV. Installation requirements like area, power, civil workers etc. are ready: (Yes/No) :
- If No, Expected time by which requirements will be completed :
- V. List of available vendors with complete contact details: (Please give the vendors of known reputation and reliability) :
- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....
- VI. Inspection Schedule for the item: :
- VII. Whether Training required: (Yes/No) :
- If yes, give justification/reasons:

*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 HoS

DATE:

DATE:

1. Verified that the indented item is in the list of items sanctioned by competent authority for Project No.

_____ under Budget Head _____.

2. 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/-)

Junior Assistant (SRIC)

3. 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

JAO/JS (SRIC)

Section Officer (SRIC)

DR (SRIC)

Dean (SRIC)