



**INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
RESEARCH & DEVELOPMENT UNIT**

Annexure-A

INDENT FOR PURCHASE OF EQUIPMENT/CONSUMABLE

Indent No.:

Date:

DEPARTMENT/ SCHOOL/ SECTION:

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	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: 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 : 1.....
details: (Please give the vendors of known 2.....
reputation and reliability) 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:

FOR USE BY ACCOUNTS:

1. Verified that the indented item is in the list of items sanctioned by competent authority for Project No. _____ 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 under the project	Total amount of indents (duly revised) including the present, in the project	Balance Available

Dealing Assistant

Signature of AR (R&D)

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 Assistant

Signature of AR (R&D)

Dean (R&D)