**INDENT FORM FOR PURCHASE OF CONSUMABLES/NON CONSUMABLES/SERVICES**

**F.No. Date:21.06.2022**

|  |  |  |
| --- | --- | --- |
|  S.No | Particulars | Details/ Remarks |
|  | Name & Designation of Indenter: |  |
|  | Name of the Item Required: |  |
|  | Quantity Required (In figure and words) : |  |
|  | Complete Generic specification of item required:(In case of chemical/ lab glassware/ plastic ware please mention cat. no ) |  |
|  | Availability in GeM Portal |  |
|  | Approximate Cost of Indented item (In figure and words): |  |
|  | Is item required is proposed in EFC Proposal (2021-26), If yes then serial no of proposal: |  |
|  | Name of Project under which purchase is proposed: |  |
|  | Quantity purchased earlier by you/ your section and date thereof:  |  |
|  | Present Stock Status/Availability(If already available in Institute, then why same cant not be utilised) |  |
|  | Nature of requirement: |  |
| (i) Fresh requirement |  |
| (ii) Replacement of existing items |  |
| (iii) Additional requirement |  |
|  | Item required is of proprietary nature or not : |  |
|  | State whether the item is indigenous or foreign: |  |
|  | Average monthly consumption (In case of chemical/ lab glassware/ plastic ware only) |  |
|  | Detailed justifications for procurement of indented items: |  |

Note: All particulars are mandatory. Incomplete indent shall be summarily rejected.

Declaration:

I have filled all the particulars with best of my knowledge and if any information found incorrect at any stage of procurement then I shall be responsible for the consequence and the procedure thereof.

 Signature