

Purchase Indent Form(Above Rs. 25,000)

Sr. No.	Particulars	Details
1	Name of Indenter	
2	Department/Centre	
3	Item Category- Consumable/Non Consumable	
4	Name of item(s)	
5	Purpose/ brief description for requirement of intended item(s)/justification(s)	
6	Budgetary Amount (Approx.) In INR	
7	Budget Head (No. and complete detail) (University/Project/any other)	
8	Descriptions of item(s) with Quantity (Specification to be attached as Annexure A ¹)	
9	List of Suppliers(Annexure B ²)	
10	Type of Purchase-Proprietary/Normal/Single Tender (If Proprietary/Single Tender-Annexure C ³ is mandatory)	
	Status of availability on GeM- Yes/No (Proof to be attached) <div style="text-align: right;">Signature of Indenter</div>	
11	Recommendation and approval of PPC/CPC/Administration (As applicable). _____ _____ <div style="text-align: right;">Dean of School/Section Head*</div>	
12	Budget booking by project PI/HoD Budget booked: Rs..... Balance: Rs..... <div style="text-align: right;">Signature</div>	
13	(SPC/Purchase Section)	<div style="border: 1px solid black; padding: 5px;"> Purchase Section: DAK No. _____ </div>

14	(Accounts/Finance Recommendation)	Finance Section: DAK No. _____
15	Approval of Competent Authority (Administrative and Financial approval)	VCO: DAK No. _____

Notes:

1. Please attach specification as Annexure A. It should include complete technical specification along with warranty and Quantity.
2. Please attach List of suppliers as Annexure B. It should include tentative / list of supplier with Name and Email (must).
3. Please attach Proprietary Article Certificate as Annexure C Rule 166 GFR 2017.