



# INDIAN INSTITUTE OF TECHNOLOGY INDORE

## Format for Purchase Indent under GeM

Department/Division:

GeM Indent No. ----- Date: -----

01. **Type of Indent:** (a) Non Consumable (b) Consumable  
 02. **Budget Type.** (a) Departmental (b) Project funded by (C) Other (Specify)

03. **Total Estimated Cost in INR** (based on budgetary quotes): -----**04. Specification/s:**

Sl. No.	Item	Nomenclature/Description of the item	Quantity	Unit	Estimated Cost	Remarks(Teaching /Research/Other)

05. Purpose of the requirement with complete need justification indicating Teaching/Research/facility/other requirements (separate sheet may be attached)

**06. Expected Delivery Terms**

- a. **Delivery Period:**  
 b. **Venue (Point of Destination and Installation) :**  
 c. **Contact person details like mobile no. & Email etc.**

07. Any others requirement such as installation/Commissioning/Warranty/PDI/Training etc. :

Login date \_\_\_\_\_ time \_\_\_\_\_ ( Login time 09.30AM to 5.30 PM, MON-FRI)

**Name of representative to finalize the item through Gem on non –availability of user /Indentor.***Certified that the Specification of this Indent are Generic and broad based without having any Restrictive Parameters to suit any particular Source of Supply.*

**Signature of the Indenting Officer with date**  
**(Name & Designation, Contact details)**

**Signature of the Indent Approving Authority**  
**Name & Designation)**

To  
 DR-MM

Note :  
 On finalization of item & acceptance of the same by user the item will be locked/ booked for sanction. The price booked will remain booked for 05 days for initiative approval offline.