



INDIAN INSTITUTE OF TECHNOLOGY INDORE

Format for Purchase Indent

Department/Division:

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

01. **Type of Indent:** (a) Equipment/Assets (b) Consumable (c) Services (d) Others

02. **Budget Type.** (a) Plan(Institute) (b) Non-Plan (c) Departmental
(d) Project funded by (e) Other (Specify)

03. **Source:** (a) Local/Indigenous (b) Foreign

04. Specification/s:

| Sl. No. | Nomenclature/Description of the item | Qty. | Unit | Estimated Cost | Remarks(Teaching/Research/Other) |
|---------|--------------------------------------|------|------|----------------|----------------------------------|
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05. Purpose of the requirement with complete need justification indicating Teaching/Research/facility/other requirements (separate sheet may be attached)

06. **Total Estimated Cost in INR**(based on budgetary quotes):

07. **Nature of the material indented** *: (a) Proprietary:
(b) Single Source/Specific Brand/Make:
(c) Others:

* Please attach relevant certificate in standard format/s.

08. **Expected Delivery Terms**

a. **Delivery Period:**

b. **Venue (Point of Destination/Unloading and Installation) :**

c. **Specific Delivery requirements such as Unloading/Storage/ Site preparation etc.**

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

10. List of Suggested Vendors/Suppliers with their Contact details:

| Sl. No | Name of the Firm | Contact details | Remark |
|---------------|-------------------------|------------------------|---------------|
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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)**

Availability of Fund in the Budget:

| Allocated Budget | Total Commitments till date | Available Budget | Remarks |
|-------------------------|------------------------------------|-------------------------|----------------|
| | | | |

Sign. of DR-Finance

To
DR-MM