



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)

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

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