**भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली**

शिक्षा **मंत्रालय, भारत सरकार द्वारा स्थापित**

**सैक्टर 81, नॉलेज सिटी, प॰ओ॰ मनोली, एस॰ ए॰ एस॰ नगर, मोहाली, पंजाब - 140306**

**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI** (Established by Ministry of Education, Govt. of India)

Sector-81, Knowledge city, PO-Manauli, SAS Nagar Mohali-140306, Punjab

PAN No. - AAAAI1781K GST No. 03AAAAI1781K2ZS

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**Purchase Indent**

**(For direct purchases of value up to Rs. 25,000/-)**

# ***(For Stores use only)*** Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_

Indent No. \_\_

Received on date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the indenter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ User Department/Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The following items are required for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and may kindly be procured [Each class of items may be indented separately].

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.** | **Detailed Specification of the Stores** | **Qty.** | **Rate** | **Amount** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| **Total** | | | |  |
| **Less: Discount \_\_\_\_\_** | | | |  |
| **Add: Tax @\_\_\_\_\_\_** | | | |  |
| **G. Total** | | | |  |

Amount in words: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only

**2.0 Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2.1 Proposed location of the item: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3.0 Category (Tick Appropriate): Consumable [ ] LTA [ ] Non-Consumable [ ]**

**4.0 The details about the life of the equipment, availability of spares, case of maintenance etc. (In case of spare/repair furnish the available details of the equipment)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please fill/tick/mark all the columns. No item to be left blank)*

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**5.0 Fund Source**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Notional Allocation/Project/Pre-approval etc.)

**6.0** Details of firm/company/vendor:

|  |  |  |
| --- | --- | --- |
| **Name of firm/company/vendor** | **Quotation ref. no** | **Quotation date** |
|  |  |  |

**7.0 Purchase of goods on single quotation. \***

**I , am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable Price.**

(Signature of the **Indenter**)(**Head / Project Leader**)

**(For use by Purchase and Stores Section/Accounts Section)**

**Details of Notional Allocation/Project:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OH-31** | | | | | **OH-35** | | | | |
| **Total Sanction** | **Previous Exp.** | **Current Exp.** | **Total**  **Exp.** | **Balance** | **Total Sanction** | **Previous Exp.** | **Current**  **Exp.** | **Total**  **Exp.** | **Balance** |
|  |  |  |  |  |  |  |  |  |  |

**कार्य सहायक**

**Dealing Assistant**

**Submitted for approval of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_ *(in figures)* Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ only *(in words)* for procuring the indented item as per provision of GFR 154.**

**सहायक कुलसचिव (क्रय तथा भंडार) आंतरिक लेखा परीक्षा अधिकारी**

**Assistant Registrar (P&S) Internal Audit Officer**

**उप- कुलसचिव (वित्त)**

**Deputy Registrar (Finance)**

**विभाग के प्रमुख / परियोजना प्रभारी कुलसचिव**

**Head of Department / PI Registrar *(Approved/Not Approved) (Approved/Not Approved)***

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