



# भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

शिक्षा मंत्रालय, भारत सरकार द्वारा स्थापित  
सैक्टर 81, नॉलेज सिटी, प०ओ० मनोली, एस० ए० एस० 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

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• Phone: +91-172-2240121

• Fax: +91-172-2240124, 2240266

• http://www.iisermohali.ac.in

• Email: [stores@iisermohali.ac.in](mailto:stores@iisermohali.ac.in)

### 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: \_\_\_\_\_

**1.0** 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				
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)

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

**6.0** Details of vendor:

Name of 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.	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)  
Assistant Registrar (P&S)  
(Recommended/Not Recommended)

आंतरिक लेखा परीक्षा अधिकारी  
Internal Audit Officer  
(Recommended/Not Recommended)

उप- कुलसचिव (वित्त)  
Deputy Registrar (Finance)  
(Recommended/Not Recommended)

विभाग के प्रमुख / परियोजना प्रभारी  
Head of Department / PI  
(Approved/Not Approved)

कुलसचिव  
Registrar  
(Approved/Not Approved)