



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

PAN No. - AAAAI1781K GST No. 03AAAAI1781K2ZS

• Phone: +91-172-2240121

• Fax: +91-172-2240124, 2240266

• http://www.iisermohali.ac.in

• Email: stores@iisermohali.ac.in

Purchase Indent

For direct purchases of value up to:

- I. Rs. 2,00,000/- for procurement of Consumable/Scientific equipment for research purpose.
- II. Rs. 50,000/- for all other purposes.

(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 items	Qty.	Rate	Amount
1.				
2.				
3.				
4.				
5.				
Total				
Less: Discount @ _____				
Taxable Amount				
Add: Tax @ _____				
Grand Total				

Amount in words: _____ only

2.0 Reason/Justification: _____

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) _____

5.0 Particulars of last purchase of material indented:

Sr. No.	Item	Qty Purchased	Rate/Unit	From whom purchased with Order No. & Date	Stock on hand	Remarks

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

6.0 Fund Source _____ (Notional Allocation/Project/Pre-approval etc.)

7.0 Details of firm/company/vendor:

Name of firm/company/vendor	Quotation ref. no	Quotation date

8.0 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.

And

I further certify that the Consumable/Scientific equipment is being bought for research purpose (Applicable for indent above Rs. 50,000/-).

(Signature of the Indenter)

(Head / Project Leader)

(For use by Stores and Purchase 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

Submitted for approval of Rs. _____ (in figures) Rupees _____ only (in words) for procuring the indented item as per provision of GFR 154 and Special provisions for Scientific Educational and Research Institute conducting post graduate/doctoral level course of research, under any ministry/Department vide MoF, DOE(PPD) OM no F.20/42/2021-PPD dated 05.06.2025.

कार्य सहायक
Dealing Assistant

अधीक्षक(क्रय तथा भंडार)
Superintendent (P & S)

सहायक कुलसचिव (क्रय तथा भंडार)
Assistant Registrar (P & S)

आंतरिक लेखा परीक्षा अधिकारी
Internal Audit Officer

सहायक कुलसचिव/उप- कुलसचिव (वित्त) (वित्तीय सहमति के लिए)
Assistant Registrar/Deputy Registrar (Finance) (For Financial concurrence)

विभाग के प्रमुख / परियोजना प्रभारी
Head of Department / PI
(Approved/Not Approved)
*HOD- Upto Rs. 2 Lakhs
**PI-Upto Rs. 10 Lakhs

उप- कुलसचिव/कुलसचिव
Deputy Registrar/Registrar
(Approved/Not Approved)
*Dy. Registrar- Upto Rs. 1.5 Lakhs
**Registrar- Upto Rs. 2.5 Lakhs