File No. Dated: _____.__.______

Indent for Purchases above Rs. 10 Lacs to Rs. 50.00 Lacs /
Indent Form for purchase of Scientific Equipment and Consumables above Rs. 25 Lakhs to Rs. 1 Crore.

Indenter's Name & Deptt:	
Budget Head:	
Name of the Item (Attach list in case the no of items are more) :	
Approx. Cost:	
Category (Tick Appropriate):	**Consumables [ ] LTA [ ] Non-Consumables[ ]**
Purpose (attach annexure, if required):	
Certified that the space is ready for Installation of the equipment in Deptt/Centre/Unit on its arrival:-	**Yes [ ] No [ ] NA [ ]**
Installation of the item by the supplier	**Required [ ] Not Required [ ]**
Is Goods are required for Research	**Yes [ ] No [ ]**
GeM Purchase:	**Yes [ ] No [ ]**

- If available on GeM, specifications (in case of GeM bidding) are attached.
- In case of Custom/BOQ bid on GeM portal/ Tender on CPP Portal/ Proprietary Purchase, GeMAR&PTS ID is attached.
- Non-GeM purchase value >Rs.5 lacs (local content of atleast 20% is declared by the supplier), Country of origin mentioned in the quotation & Attach Price Reasonability Certificate.

Consignee details: (To deliver the order)	Name:	Address:

Mode of Purchase: (Tick Appropriate)	**Open Tender [ ] Open Limited Tender [ ] Global Tender [ ] Proprietary[ ] GeM Product Bidding [ ]GeM BOQ Bidding [ ] GeM Custom Bidding [ ]Limited Tender [ ] EOI [ ]**

S. No.	**Description**	**Qty.**	**Estimated Rate(Rs.)**	**Estimated Amt(Rs.)**
01				
			Tax@__	
			Total	

Enquiry can be sent to the following probable vendors (in case of limited tender):

i. _____ _____ _____

ii. _____ _____ _____

iii. _____ _____ _____

iv. _____ _____ _____

(For Proprietary items/Single Tender)

CERTIFICATE FOR PROPRIETARY ITEMS:

1	Description of article	
2	Forecast of quantity/annual requirement	
3	Approximate estimated value for above quantity	

4	Maker's name and address		
5	Name(s) of authorized dealers/stockiest		
6	I declare the above purchase on PAC basis and certify that: Note- Tick to retain only one out of (b), (c-1) or (c-2) whichever is applicable and cross out others. Please do confirm (a) by ticking it – without which PAC certificate will be invalid.		
6(a)	This is the only firm who is manufacturing/stocking this item. **AND**		☐
6(b)	A similar article is not manufactured/sold by any other firm, which could beused in lieu **OR**		☐
6 (c-1)	No other make/brand will be suitable for following tangible reasons (like OEM/warranty spares): **OR**		☐
6 (c-2)	No other make/ brand will be suitable for following intangible reasons (if PAC was also given in the last procurement cycle, please also bring out efforts made since then to locate more sources): **OR**		☐

Proposed Committee Member(s) Name:	
Committee Members (Faculty / Group A Officer)	**Name of Committee Member(s)**
Member-1:	
Member-2:	
Member-3:	
Member-4 [DR / AR (Accounts/Stores)-Nominee]:	
Additional Member (if any)	

Signature of the Indenter **HOD/REGISTRAR** **DEAN (FA&A)**

Approved / Not Approved

DIRECTOR

For use by Accounts Section			
			(Amount in Rs.)
Budget Sanctioned			
Budget Available			
Budget Booked		**Budget Head**	
Balance Budget			
JAA/SAA	**JAO/AO**		**AR/DR/JR, Accounts**

REGISTRAR

(PLEASE FORWARD TO THE S&P SECTION FOR FURTHER ACTION)

Instructions

1. As per this Office Memorandum No.F.1/26//2018-PPD dated.02.04.2019 received from the Ministry of Finance, Department of Expenditure, Procurement Policy Division that Common Use Goods and Services are to be procured mandatorily through GeM as per GFR Rule 147 & 149 and institute office order No.1412-19/ADMN-GeM/PS/487 dt.05.02.2020.

2. The procurement of the second laptop from the Department Fund subject to the circular no. Reg-1/2018/IITRPR/167 dated 31.08.2018. As per circular, the faculty member can procure second laptop only after four years of first procurement irrespective of the source of funding like institute/CPDA. This will not be applicable on the procurement of laptops from the projects.

3. All the purchases of furniture should be done through Store and Purchase Section as per the circular no. 1484-25/AD-RULES/IITRPR/PS/1108 dated 07.05.2025.