Annexure ‘B’

Central University of Punjab, Bathinda

Purchase Indent Form

To,

Office In-Charge

Stores & Purchase Section

CUP, Bathinda

Dept. Indent No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Indent Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Centre: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Quotation Attached: (Y/N)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Material:** |  |  | **Purchase Order Type** |  |
| Consumable |  |  | Normal |  |
| Non-consumable |  |  | Repeat Order |  |
| Limited Time Asset |  |  | Rate Contract |  |

Please tick where ever-applicable Item Category \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Required items details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Complete description of items (Specification Model, Catalog No.) Use separate sheet if required** | **Stock held on date (wherever applicable)** | **Quantity required** | **Purpose** | **Approx. Unit Price** | **Approx. total cost** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total Cost=** | | | | | |  |

**Budget Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Department/Centre Name/Project No.** | **Budget No.** | **Budget Amt.** |
|  |  |  |  |
|  |  |  |  |

**Suggested Supplier:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Name** | **Address** | **Contact detail** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Indenter’s Signature COC

Certified that allocation exist for the above amount. ……………………………………………...…Accounts Section

Whether items are available in Central Stores: Y/N………………………………..…………Stores Purchase Section