

INDENT No.

Dept.	Year	Sl.No.	SPLX/SPIX

Date:

This Dept. requires the items shown in Purchase Schedule(s) for the Project: .....

## CATEGORY

☐ INDIGENOUS☐ IMPORT

ITEM/s

## MODE OF SELECTION: Qtns. / Tenders Called for

From ☐Responded ☐Regreted ☐Not Responded ☐

LOWEST QTN.

\*Sl.No.....

HIGHER

\*Sl.No.....

ONLY FIRM / SINGLE QTN.

\*Sl.No.....

GOI / ST.GOV'T. UNDERTAKING

\*Sl.No.....

MFGR/MONOPOL Y/PROPRIETORY

\*Sl.No.....

REPEAT ORDER

\*Sl.No.....

RATE CONTRACT: CHEMICALS / GLASSWARE/  
COMPUTER WITH ACCESSORIES

\*Sl.No.....

DEFERRED

\*Sl.No.....

(as per Com. Stt.)

**THE COST:** Comes to Rs...../- in foreign currency ☐\$ ☐£ ☐€ ☐Yen /.....and ..... % to be provided for other charges to arrive at commitments ☐Incl. ☐Excl. of

Agency commission ST. SC &amp; ED and other incidentals.

## BUDGET DETAILS:

☐ EQUIPMENT☐ CONSUMABLES☐ CONTINGENCIES☐ COMPONENTS☐ OTHERS

a) PROVISION Rs .....

b) EXPENSES Rs. ....

c) INDENT COST Rs .....

d) BALANCE Rs. ....

## TERMS OF PAYMENT:

☐ PAYMENT AFTER RECEIPT OF GOODS☐ LETTER OF CREDIT D SIGHT DRAFT☐ PAYMENT AGAINST DELIVERY☐ SIGHT DRAFT☐ ADVANCE PAYMENT .....%☐ THROUGH BANK

Terms of payment approved and the expenditure SANCTIONED. Procurement is covered by the sanction of the SPONSORS.

## DECLARATION:

I have do not have financial interest in the company receiving the order.

SIGNATURE.....

NAME: PROF./DR. ....

PROJECT CO-ORDINATOR

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For Use by Project Purchase and Accounts

Stores			Accounts : Funds Position		
INDENT	OK	NOT OK	Funds available	Yes	No
			Amount committed Rs		
			Commitment No		
			Commitment Rs	Withdrawn on	
Date	SUPDT./AR(PP)		Date	ACCT./AR(F&A)	

Special Remarks:

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Approval from Dean / Director: applicable in case of

- 1) Negative balance InProject / Head of Account
- 2) Reappropriation among head of Account
- 3) Combining expenditure from different project
- 4) Project sanctioned but funds not received