

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 & 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

To
The AR (PP)

Please tick () the appropriate box

Please strike out whichever is not applicable

For Use by Project Purchase and Accounts

Accounts: Funds position

Stores

INDENT	OK	NOT OK	Funds available	Yes	No
			Amount committed Rs	
			Commitment No.	
			Commitment Rs. withdrawn on.	

Date	SUPDT.IAR (PP)	Date	ACCT./AR (F&A)
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Special Remarks:

- Approval from Dean / Director: applicable in cases of
- 1) Negative balance in Project I Head of Account
 - 2) Reappropriation among Heads of Account
 - 3) Combining expenditure from different project
 - 4) Project sanctioned but funds not received