



FORM NO. SP-3P

भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
STORES AND PURCHASE SECTION

Phone :

Date :

INDENT-CUM-SANCTION – CHEMICALS/GLASSWARE/ PLASTICWARE/GAS UNDER RC

(To be submitted to S&P Section)

Indentor :

Email ID :

Designation :

Department/ Centre/ Section :

Account Head :

Fund Code (New) :

(Old) :

INDENTER/ARC FIRM'S DETAILS & UNDERTAKING BY THE INDENTER

The items as per the **details mentioned overleaf**, are required for my teaching/ research (or as the case may be) purpose and these items are available with: (Please mention here the name of the **firm** as per ARC circular)

| Principal | Local Agent |
|-----------|-------------|
| M/s | M/s |

- Certified that the items mentioned overleaf are for my experiments which are to be procured from the above mentioned firm/its authorized dealer only.
- Certified that the (a) Items, (b) Catalogue Numbers, (c) Page Numbers and (d) Prices of the above mentioned items are furnished as per the **CURRENT APPLICABLE PRICE LIST** only and we shall be held responsible in case the information is found to be incorrect, at a later stage.
- The materials are to be delivered within .

Signature Of The Indentor (Sign Above)

Signature of the HoD/ HoC (Sign Above)

FOR USE BY STORES & PURCHASE SECTION

Indent is verified and placed for approval.

S&P Section

HOS (S&P)

FOR USE BY FINANCE & ACCOUNTS SECTION

Rs. is available in the FC "....." of Dept of and Rs. as mentioned overleaf is recorded in the Budget Register

F&A Section

Signature of HOS (F&A)

The amount of Rs. as mentioned overleaf is sanctioned for placement of order on ARC.

HoD/ HoC

Deputy Director/ Dean

Director

* Sanctioning Authority under Consumable Account Head:

- HoD/ HoC : upto Rs.30,000/-
- Deputy Director/ Dean : upto Rs.1,00,000/-
- Director : above Rs.1,00,000/-

DETAILS OF ITEMS BASED ON THE LATEST APPLICABLE ARC PRICE/PRODUCT CATALOGUE OF THE FIRM

| DETAILS OF ITEMS BASED ON THE LATEST AFFORDABLE AND PRICE/ PRODUCT CATALOGUE OF THE FIRM | | | | | | |
|--|------------------|-------------|-------------------------------------|-----------|------|-----------|
| Sl. No. | Item Description | Cat. Number | Page No. | Unit Rate | Qty. | Total (₹) |
| 01 | | | | | | |
| 02 | | | | | | |
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| 30 | | | | | | |
| TOTAL | | | | | | |
| <ul style="list-style-type: none">You Can Add more Items By Increasing The Nos. of Rows Above. Add Additional Sheet In The Same Format If Required.Please Refer To the ARC Agreement Copy For the Discounts offered.Rounding Off Should Be Done Towards Higher Side. Only Actual Amount Is Paid. | | a | Less : Discount @ ____ (If Any) | | | |
| | | b | Total After Discount (TOTAL – a) | | | |
| | | c | Add : Packing/Freight Etc. (If Any) | | | |
| | | d | Total After Packing Etc. (b + c) | | | |
| | | e | Add : VAT/ST/Customs Duty* @ | | | |
| | | f | Total After Tax (d + e) | | | |
| GRAND TOTAL (Round Off) | | | | | | |

Signature of the Indentor

(Please send the soft copy to [Email](#) IDs of concern dealing hand of S&P Section {for email Ids please see S&P webpage})