

INDENT FOR PURCHASE OF CAPITAL GOODS

(Refer para 2.3 .2 of the CSIR Manual)

(Name of the Lab/Instt.)

PR No. as per PR Register _____ Indent No. & Date _____
(To be filled by Indenter) (To be filled by Purchase)

(Only printed indent without alterations/striking/over writings will be accepted)

Name of Indenter _____ Designation _____ ID No. _____

Name of Project Leader _____ Designation _____ ID No. _____

Project No. _____ Name of Division _____

Category _____ Sub-Category _____

- 1.0 The following items may kindly be procured for use in the above project as well as other R&D activities of the Lab./Instt.

Sl. No	Details of Items*	Quantity	Estimated cost of each item in INR (please refer clause 2.1.1(3) (e) (i) of the CSIR Manual)
	1.End Use : 2. Detailed specification: 3. Scope of supply & incidental services: 4. Inspection and Tests required: 5.Acceptance test: 6.Qualification criteria if any: Note: Indicating of optional items is not permitted (use extra sheet if required)		
			Total:

It is certified that:

- (a) The indented specifications are not based on any specific make/brand of a specific manufacturer/firm.
- (b) The specifications given above meet the basic needs without including superfluous or non-essential features which may result in unwarranted expenditure.
- 2.0 The items indented are Proprietary/being procured on ST basis/on LPC basis/without quotation/urgency/none. (Retain only one). The requisite certificate is enclosed.

3.0

- (a) The availability of the item on GeM : available/not available.
- (b) Reasons, if any, for the items available on GeM being not processed for purchase
-

4.0 The installation/commissioning of the item/items shall be done by :
(please tick the appropriate one.)

- (a) Indentor : ()
- (b) Supplier/Manufacturer : ()
- (c) Indian representative or authorized agent /dealer : ()
- (d) Not required : ()

5.0 Whether the purchase is to be made on the buy-back basis: Yes/No
If yes, the details of the old item are as under:

- (i) Name of the equipment :
- (ii) Model :
- (iii) Name of Manufacturer :
- (iv) Sr. No. :
- (v) Present condition : Surplus/Obsolete/Unserviceable/Other
(with copy of recommendations of SDC)
- (vi) Date of Purchase (Pl. specify) :
- (vii) Purchase Value :

6.0 Warranty Period required : _____

7.0 Whether CAMC/AMC is required: Yes/No

8.0 If CAMC/AMC is required
the details and duration thereof are :

9.0 The delivery of the item is required on or before : _____
(the delivery time should be realistic)

10.0 The installation requirements like area, power, civil works etc. are ready: Yes/No
If not, expected time by which requirements will be completed _____.

11.0 The details of available vendors, their complete addresses and websites wherever available.

- (a) _____
- (b) _____
- (c) _____

12.0 The Inspection of the material shall be done within _____ days after receipt of the goods.

13.0 Whether training is required, if so, please mention type of training (operational & maintenance) required, number of persons to be trained, duration etc. along with proper justification & place of the training _____ (use separate sheet if required)

14.0 The updated stock position has been checked on the intra-net and it is certified that the item(s) is/are not available in store. ***(Applicable if the updated stock position is available on the intra-net)***

15.0 T
The details of the previous purchase made during last three years, are as under:

Sl. No. of Indent	Date of previous Purchase	Name of Supplier	Rate/cost in Rupees/FC

16.0 We shall abide by the Code of Integrity for Public Procurement as per para 3.2.1 of the CSIR Manual.

Signature of the Indentor

Signature of Project Leader

Date

Date

FOR USE BY STORES

(Not applicable in case the stock position is available on intra-net)

01. It is certified that:

(a) The indented item(s) at Sr. No.(s) _____ of the indent is/are Available in store.

(b) The indented items(s) at Sr. No.(s) _____ of the indent is/are Not Available in store. *(strike out whichever is not applicable)*

Asst. SO (S&P)/ Jr. Secretarial Asst. _____

SO(S&P)(Stores) : _____

TO BE USED BY PME OR ACCOUNTS FOR VERIFICATION

PROJECT			FUNDS		
Project No. & Budget Head	Starting Date	Closing Date	Allocation including Revised allocation, If any.	Total Amount of Indents including Present indent	Balance

Certified that the funds for the purchase are available

or

There is no budget allocation for the current year for the indent submitted; however, the indent may be processed for further action as per the approval accorded by the Director for administrative processing. (copy enclosed)

17.0 This indent is in line with the procurement plan hosted on the website and we shall abide by the Code of Integrity for Public Procurement as per para 3.2.1 of the CSIR Manual.

(Strike out whichever is not applicable)

PME/Accounts