



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान कोलकाता
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA
Mohanpur – 741 246, Dist. Nadia, West Bengal.

INDENT FORM

FORM NO. S&P/1

Department / Centre / Section:

Date: ___/___/20___

Indent No:

Type of Purchase : Indigenous Foreign

Mode of Purchase: Cash Purchase Market Survey Limited Tender Global Tender On line (CPP Portal)
(Please V Tick)

Nature of Purchase: Equipment / Furniture / Accessories / Spares / Consumables /Service /Proprietary/ Others #

SL. No	Item Description	Unit Rate (Rs.)	Quantity (Nos.)	Total Price (₹/US\$/Euro)
An additional 15% provision above the estimated CIP/CIF cost (Equipment/product) that will be kept as buffer in advance in all books of record – in the Department/in R&D/an General Fund for adjustment of subsequent and related costs of procurement like – currency escalation,, Airport/Seaport Charges, Custom Clearing Charges, Entry Tax, Bank Charges, Transport charges, Warehouse charges etc				
ESTIMATED TOTAL VALUE				

Purpose / Justification:

R & D Declaration:

Budget Provision:

Total Sanctioned for the FY 20___ - 20___ : Rs.

Available Balance (i.e. excluding the above indent Value): Rs.

Recommended by::

HOD/HOS/Chief Warden/FIC/DoRD/DoSA/DoFA/DoAA #
Date:

Signature of the Indenter

Name: _____

Designation: _____

Sanctioned by:

HOD/FIC/ DoRD/DoSA/DoFA/DoAA/ Registrar/Dy.Director/Director #

Date:

(Declaration as per Rule 154 & 155 of the GFR 2005 should be submitted together with purchase documents before sending those to Accounts)
Strikethrough whichever is not applicable

(As per Delegation of Authority dt. 24.03.2018)

List of Supplier of the purchase:

1. Name and Address of the Supplier: _____
2. Name and Address of the Supplier: _____
3. Name and Address of the Supplier: _____
4. Name and Address of the Supplier: _____
5. Name and Address of the Supplier: _____

(For Office Use Only)

Indent / Requisition received on:

Indent entered in the Indent Register on:

Name & No. of the Project	For Cash Purchase
Sanctioned Amount	Fund Allowed for the year
Fund Allocation for the Year	Expenditure Still Date
Fund Allocation for Equipment ₹	Available Balance As On
Consumable Others	
Expenditure Still Date	
Available Balance..... As On.....	
1.1 Excise Duty	1.2 FOB Charges
1.3 Packing & Forwarding	1.4 Total FOB Value
1.5 Sales Tax	1.6 Exchange Rate/Rupee
1.7 Freight Charges	1.8 Total Value in IC
1.9 Insurance	1.10 Freight, Ins, Clearing, Bank Cgs etc. (20% of FOB)
	1.11 Agency Commission

Declaration as per Rule 154 of the GFR 2017

Indent No:

Indent Date:

Indent Value (₹/US\$/Euro):

Name of the Supplier:

Items:

Invoice No:

Invoice Date:

Invoice Value (₹/US\$/Euro):

"I, _____, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."

Date:

Signature of the Indenter: _____

Name of the Indenter: _____

Rule 154. Purchase of goods without quotation: Purchase of goods upto the value of ₹ **25,000/-** (Rupees Twenty Five Thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the above format.

Declaration as per Rule 154 of the GFR 2017
(For R&D Procurement)

Indent No:

Indent Date:

Indent Value (₹/US\$/Euro):

Name of the Supplier:

Items:

Invoice No:

Invoice Date:

Invoice Value (₹/US\$/Euro):

"I, _____, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."

Date:

Signature of the Indenter: _____

Name of the Indenter: _____

Rule 154. Purchase of goods without quotation: Purchase of goods upto the value of ₹ **1,00,000/-** (Rupees One Lakh) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the above format.

Declaration as per Rule 155 of the GFR 2017

Indent No:

Indent Date:

Indent Value (₹/US\$/Euro):

Name of the Supplier:

Items:

Invoice No:

Invoice Date:

Invoice Value (₹/US\$/Euro):

"Certified that we _____, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/Department concerned or the Institute."

Date:

Signature of the Indenter: _____

Name of the Indenter: _____

Signature of the Member _____

Signature of the Member _____

Name of the Member

Name of the Member

Rule 155. Purchase of goods costing above ₹ 25,000.00 (Rupees Twenty Five Thousand) only and upto ₹ 2,50,000.00 (Rupees Two Lakh Fifty Thousand) only on each occasion may be made on the recommendation of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The Committee will survey the market to ascertain the reasonableness of rate, quality and specification and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as above.

Declaration as per Rule 155 of the GFR 2017
(For R&D Procurement)

Indent No:

Indent Date:

Indent Value (₹/US\$/Euro):

Name of the Supplier:

Items:

Invoice No:

Invoice Date:

Invoice Value (₹/US\$/Euro):

"Certified that we _____, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/Department concerned or the Institute."

Date:

Signature of the Indenter: _____

Name of the Indenter: _____

Signature of the Member _____

Signature of the Member _____

Name of the Member

Name of the Member

Rule 155. Purchase of goods costing above ₹ 1,00,000.00 (Rupees One Lakh) only and upto ₹ 5,00,000.00 (Rupees Five Lakh) only on each occasion may be made on the recommendation of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The Committee will survey the market to ascertain the reasonableness of rate, quality and specification and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as above.

INSTRUCTIONS

For all procurement through the Institute an Indent Form has to be filled up as per the following guidelines:

- i) Please fill up all the required information. Strike out whichever is not applicable.
- ii) Indent for **Equipment(s)/Accessories/Spares** should contain the specifications and quantity of the Equipment/Accessories/Spares with signature and date of the Head of the Department and indenter at the bottom. All signatures should carry a date next to it.
- iii) Indent for **Consumable(s)** and **Chemical(s)** should contain the list of consumables and chemicals indicating the quantity and estimated unit price of each, to be procured. Kindly mention clearly the required percentage of the purity of chemicals.
- iv) Indent of any **Laboratory Furniture /Office Furniture** should contain the specifications and quantity of the Furniture.
- v) Estimated value of the indent should include Taxes, Duty and Other Charges.
- vi) Usage and justifications for the procurement should be given. If prior approval of the Competent Authority has been taken, a copy of it should be attached with the indent.
- vii) R & D (Research and Development) declaration for the procurement should be given (If applicable). If prior approval of the Competent Authority has been taken, a copy of it should be attached with the indent.
- viii) Mention the List of Suppliers for the procurement in the Indent Form.
- ix) Final procurement cost should not exceed by 10% of the Indented value.
- x) Procurement should be completed within 6 Months from the date of approval of the Competent Authority.
- xi) In case of Cash Purchase, Indent value of up to ₹ 25,000.00 for Non R&D items and Indent value upto ₹ 1,00,000.00 for R&D items should be enclosed with duly filled Form No.154 at the time of submission of bills to Finance and Accounts Section for Payment .
- xii) In Case of Market Survey, Indent value of up to ₹ 2,50,000.00 for Non R&D items and Indent value upto ₹ 5,00,000.00 for R&D items should be enclosed with dully filled Form No.155 at the time of submission of bills to Finance and Accounts Section for Payment.
- xiii) Please estimate the total consumptions for a certain period of time as far as possible and fill up one Indent Form for the entire quantity. Avoid splitting the purchase in multiple Indent Forms for similar items procured at the same time.
- xiv) Brand Name / Company Name should not be mentioned in the Indent Form (Except for proprietary items).
- xv) Indent Form should be duly filled in by the Indenter and recommended/sanctioned by the Competent Authority (vide: the Financial Delegation as per the 33rd FC/40th BoG dated 24.03.2018)
- xvi) The Stores & Purchase Department will sign and assign an Indent Number for further processing.
- xvii) Indenter should follow the GFR 2017 and Institute Purchase Manual for effecting any procurement.

