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**PURCHASE INDENT FORM**

**NON-CONSUMABLE ITEMS/ CONSUMABLE ITEMS/ SERVICES**

(Tick whichever is applicable)

**Indent No**: iHub/IITJ/2021-22/

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name & Designation of the Indenter | : |  |
|  | Personal File No. | : |  |
|  | Office/Project | : |  |
|  | Project No. & Title (if any) | : |  |
|  |
|  | Budget Head | : | RECURRING NON-RECURRING  [Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]  [Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.] |
| Items head | : | MANPOWER/TRAVEL/CONTINGENCY/CONSUMABLES/MISC |
|  | Type of Purchase | : | GOODS SERVICES  [Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]  [Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.] |
|  | Issue GST Exemption Certificate |  | YES NO  [Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]  [Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.] |
|  | Justification of procurement |  | <Separate sheet may be including> |
|  | Details of items being demanded : | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S. No. | Name of the item | Tentative Cost  (Rs) | Qty | Amount  (Rs) | Date by which item is required (in weeks) | Warranty | Remarks |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total Cost** | | | |  | including taxes F.O.R. iHub Drishti, IIT Jodhpur | | |

***ESSENTIAL REQUIREMENTS:***

1. *List all items required separate forms to be filled for consumable & non-consumable items.*
2. *Technical Specifications of each of the demanded items may be provided on a separate sheet attaching as Annexure to the indent. A soft copy of the specifications may be provided to the Stores and Purchase Section, iHub Drishti Foundation, IIT Jodhpur.*
3. *The requirement of warranty, maintenance, accessories, spare parts, etc. may also be included in the technical specifications sheet.*
4. *Availability of such equipment at iHub Drishti Foundation, IIT Jodhpur, if any, as well as justification for the procurement of each item, may be given along with the technical specifications.*
5. *All necessary infrastructure to support installation/utilization of the indented item/equipment is available and earmarked with the TIH.*

(Signature of Indenter)

|  |  |  |  |
| --- | --- | --- | --- |
| **For Office of Accounts only** | | | |
| Budget allocation of the Office/Project | : |  | |
| Budget utilized | : |  | |
| Available balance | : |  | |
| Are funds available in the budget head requested by the Project/ Office? | : | Yes/ No | |
| Comments (if any) | | | |
|  | | | **Officer-in-Charge (Accounts)** |

|  |  |  |
| --- | --- | --- |
| **For Office of Stores and Purchase only** | | |
| **CHECKLIST** | | |
| 1. Budget head specified | | Yes/ No |
| 1. Availability of funds endorsed | | Yes/ No |
| 1. Specifications enclosed | | Yes/ No |
| 1. Justification of items given | | Yes/ No |
| 1. Any Deviation (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | Yes/ No |
| **MODE OF PURCHASE**   |  |  |  | | --- | --- | --- | | Direct Purchase (below 50 K) | | [Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.] | | Three quotation basis (above 50 k to 10 Lac) | | [Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.] | | Limited Tender Enquiry | | [Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.] | | Open Tender Enquiry | | [Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.] | | Repeat Order | | [Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.] | | Proprietary | [Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.] | |   **(Tick whichever is applicable)** | | |
| Comments (if any) | | |
|  | **Officer-in-Charge (Stores and Purchase)** | |

|  |  |
| --- | --- |
| **Constitution of Purchase Finalization Committee (PFC)** | |
| Chairman (PI/CEO/PD/Nominated by Competent Authority) |  |
| Indenter |  |
| Expert 1 (Senior Employee/Nominated by Competent Authority) |  |
| Expert 2 (Honorary Member/Nominated by Competent Authority) |  |
| One Member from Finance Team (Nominated by Competent Authority) |  |
| **(Signature of Competent Authority)** | |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **PI**  **(Up to Rs. 10 Lakh)**  **Note:**  **Non-Recurring: Rs. 50,000**  **Recurring: Rs. 10,00,000**  **(For Project Purchase)** | **PROJECT DIRECTOR/ CEO**  **(Up to Rs. 50 Lac)** | **CHAIRMAN**  **(Full Power)** |