

NON-CONSUMABLE ITEMS/ CONSUMABLE ITEMS/ SERVICES

(Tick whichever is applicable)

Indent No: iHub/IITJ/2021-22/

1.	Name & Designation of the Indenter	:	
2.	Personal File No.	:	
3.	Office/Project	:	
4.	Project No. & Title (if any)	:	
5.	Budget Head	:	RECURRING <input type="checkbox"/> NON-RECURRING <input type="checkbox"/>
	Items head	:	MANPOWER/TRAVEL/CONTINGENCY/CONSUMABLES/MISC
6.	Type of Purchase	:	GOODS <input type="checkbox"/> SERVICES <input type="checkbox"/>
7.	Issue GST Exemption Certificate	:	YES <input type="checkbox"/> NO <input type="checkbox"/>
8.	Justification of procurement	:	<Separate sheet may be including>

9. 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
1.							
2.							
Total Cost					including taxes F.O.R. iHub Drishti, IIT Jodhpur		

ESSENTIAL REQUIREMENTS:

- A. List all items required separate forms to be filled for consumable & non-consumable items.
- B. 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.
- C. The requirement of warranty, maintenance, accessories, spare parts, etc. may also be included in the technical specifications sheet.
- D. 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.
- E. 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		
<u>CHECKLIST</u>		
1. Budget head specified		Yes/ No
2. Availability of funds endorsed		Yes/ No
3. Specifications enclosed		Yes/ No
4. Justification of items given		Yes/ No
5. Any Deviation (_____)		Yes/ No
<u>MODE OF PURCHASE</u>		
Direct Purchase (below 50 K)		<input type="checkbox"/>
Three quotation basis (above 50 k to 10 Lac)		<input type="checkbox"/>
Limited Tender Enquiry		<input type="checkbox"/>
Open Tender Enquiry		<input type="checkbox"/>
Repeat Order		<input type="checkbox"/>
Proprietary		<input type="checkbox"/>
(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)	PROJECT DIRECTOR/ CEO (Up to Rs. 50 Lac)	CHAIRMAN (Full Power)
Note: Non-Recurring: Rs. 50,000 Recurring: Rs. 10,00,000 (For Project Purchase)		