



**INDIAN INSTITUTE OF PETROLEUM AND ENERGY
VISAKHAPATNAM - 530003**

INDENT APPROVAL FORM

1. We, the members of _____ (LPC/ DPC with Dept name/ PPC/IPC) have jointly reviewed the Indent received from _____ (Name of the Indenter & Dept) for procurement of _____ (Equipment name) for the purpose of _____.

2. The Indent comply the following: -

(a) The indent is complete in all respects.

(b) Sufficient budget allocation is made by the concerned department for procurement of the said equipment/ item.

(c) The specifications of the equipment is broad-based and do not have any restrictive parameters to suit any particular bidder (or) all items proprietary in nature. (Strike out whichever is not applicable)

(d) Description of technical specifications and quality are in conformity with guidelines in this regard in the Institute's Purchase Manual.

(e) The quantity of the indented item is not more than the requirement and as per need assessment. No splitting of the indent is done.

(f) The indent is supported by the quotations/ PAC/ Emergency Certificate.

3. The attached indent for procurement of the said equipment through _____ mode (LTE/ OTE/GTE/PAC/ Local Purchase) with basic cost of Rs. _____ (excluding all taxes & charges) is recommended for approval of the Competent Authority.

Signature of Members of DPC/ PPC/ IPC:

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Member Member Member

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Member Member Chairman

Competent Authority (for Approval) _____

Date: