



भारतीय पेट्रोलियम और ऊर्जा संस्थान
INDIAN INSTITUTE OF PETROLEUM AND ENERGY

Annexure-A

INDENT FOR PURCHASE OF EQUIPMENT/CONSUMABLE

DEPARTMENT/ SECTION:

Indent No.:

Budget Head:

Name of Indenter: _____

Designation: _____

Name of HOD: _____

Designation: _____

Purpose of Purchase of Goods/Services/Works: _____

The following items may kindly be procured (Separate items to be indented for each category)

Sl.No.	Item with detailed specifications*	Quantity	Estimated Cost **

* No specific make/brand of any particular manufacturer/firm should be mentioned in the indent. No separate sheet to be attached for technical specifications. All the specifications should be mentioned in the space provided; the columns may be expanded if required. For proprietary stores, requisite Proprietary Article Certificate (PAC) to be attached.

** Estimated cost exclusive of all applicable taxes & charges. It is to be preferably supported by quotation.

1	Installation/Commissioning of the item shall be done by: Indenter/Supplier/Manufacturer/Indian Representative or Authorized agent/ dealer: (please mention the appropriate one)	:	
2	Delivery Period: (in No. of days/weeks/months)	:	
3	Installation requirements like area, power, civil works etc. are ready: (Yes/No)	:	
4	If No, expected time by which requirements will be completed	:	
5	List of available vendors with complete contact details like Address Email/Website: (Please give the vendors of known reputation and reliability with Past Experience (if any))	:	1..... 2..... 3..... 4..... 5.....
6	Inspection Schedule for the item:	:	
7	Whether Training required: (Yes/No) If yes, give justification/reasons:	:	
8	The Approximate period required for the Equipment to become operational from the date of its arrival	:	

9	Emergency Purchase Certificate (if any)	:	
10	Details of Warranty	:	
11	AMC/ CMC required for (post warranty period)	:	
12.	Repeat Order: (Yes/No)? If it is repeat order, as per Institute purchase manual sub-section-4.8, the indenter should submit the undertaking along with Indent duly recommended by HoD/Dean(s).	:	

It is certified that: -

- (i) The specifications of the equipment laid down in the indent are broad based & do not have any restrictive parameters to suit a particular bidder, excluding for PAC purchase;
- (ii) Description and technical specification and quantity are in conformity with the guidelines in this regard in the Procurement Manual for goods;
- (iii) The quantity indented does not exceed any sales, consumption or usage limits of requirements, if any laid down by Competent Authority;

[Approved / Not Approved]

Signature of Indenter _____

Signature of *HoD/Dean(s)/Registrar/Director _____

Date:

Date:

*If Indenter and approving authority are the same, then approval should be taken from the next higher authority i.e., HoD/Dean(s)/Registrar/Director as per delegation of financial powers.

<div style="border: 1px solid black; display: inline-block; padding: 5px 20px; margin-bottom: 10px;">Certificate</div> <p style="margin-top: 20px;">It is certified that the stock is not available in the stores.</p> <p style="text-align: right; margin-top: 20px;">Signature with date of Indenter</p>

For use by F&A Division

1. Verified that the indented item is in the list of items sanctioned by competent authority under Budget Head _____ & the same has been noted in this division.
2. Necessary funds are available to process this item.

Nature of item (consumable/non-consumable)	Budget allocated	Total amount of indents (duly revised) including the present	Balance Available

Dealing Assistant/ Accountant

Signature of Superintendent (Accounts)/ AR

[Forwarded to S&P Section]