|  |  |  |
| --- | --- | --- |
|  | **Annexure-3** | **Page 1 of 3** |
| logo ICFRE.gif | **क्रय-मांगपत्र/**INDENT FOR PURCHASE(Refer Para 4.4.2 and 5.1.1)**(Separate Indent Form is to be used for each item requisitioned)** | frilogo1.bmp |
|  |
| **Indent No:** |  | **Date:** |  |
|  |
| 1. **प्रभाग का नाम :**

**Name of Division :** |  | **अनुभाग का नाम:****Name of Discipline**  |  |
| 1. **Details of Item(s) to be procured (✓):**
 |  |
| **ITEM****TYPE** | Sl.No. | **# वस्तु का नाम एवं सहायक सामग्री****#Name of Item & its Accessories** | **Qty** | **Total Estimated Cost (Rs.)** | **Warranty**(CMW) | **After Warranty** | **Bidding****Mode** |
|  |   |   |  |   |  |  |  |
|  **# Please attach specifications in separate sheet page3**  |
| 1. **Last Entry recorded in the Stock Register for indented item(s):**
 |
| Sl. No | Stock Register Name, No. & Date | Brief Description | Qty | Actual Cost as per Stock Register (Rs.)  | Condition of Goods (working/ not working/ serviceable/ un-serviceable/ Obsolete) | BalanceQty |
|  |  |  |  |  |  |  |
| 1. **Purpose and Justification of Proposed Procurement** (Pl attach separate sheets, if needed):
 |
|   |
| 1. **Mode of Purchase**
 |
| **Please note that as per rule 149 of GFR 2017, the procurement of goods and services by ministry or department will be mandatory for goods and services available on GEM.** (If the particular item/equipment is not available on GeM portal or is not as per the specifications desired, then the same may be purchased through Direct purchase/LPC/bidding. (GeM id for all HOD’S have already been created by Group Coordinator, Research) |
|  GeM portal ( )  |
|  **If not available on GeM/ not available as per specifications, then-** **(Please attach the necessary documents regarding non availability of item/equipment on GeM or item not having desired specifications.)** |
|  Local Purchase Committee (25,000-2.5 lakh) ( ) |  Bid (2.5-25 Lakh)/epublish ( ) |
|  Bid/Open tender enquiry (above 25 lakh) ( ) |  Consulting/ non Consulting services ( ) |
|  Proprietary item (please attach annexure 6 ) ( ) |  |
| 1. **BUDGET**

 **DETAILS** |  |  |
| 1. **Members of Purchase Committee: LPC (Division level) / CPC (Institute level)**
 |
| 1. **Indenter:**
 | 1. **Finance:**
 |
| 1. **Expert:**
 | 1. **Chairman:**
 |
|  |  |
| **Indenter’s Sign. with date:**  | **Approved / Recommended & Forwarded** **Sign. of HOD:** |
| **Name:**  |  |  **Tel.** |  |  | Name: |   |
| **Designation:**  |  |  **Extn** |  |  | Seal: |  |
| **Email:** |   |  **Mob.** |  |  |

**\*Indenter must complete all the codal formalities at page 2-3 before sending it to Purchase Section\***

|  |  |  |
| --- | --- | --- |
| **☞ STEP-1** | **Page-2 of 3** |  |
| **RECOMMENDATION OF NEED ASPECT APPROVAL COMMITTEE (NAAC** )**(Only for PROPOSAL ABOVE Rs. ONE Lakh)** |
| 1. The specifications of the equipment/store are broad and generic and not, in any case, a brand/ make specific and commensurate with the standards required OR suitable case for PAC buying.
2. Infrastructure for using the proposed equipment/material is available.
3. The estimated cost of the equipment /stores is reasonable.
4. List of vendor(s)/supplier(s) provided is/are adequate for Market Survey/LTE/STE.
5. Need of the proposed item(s) for procurement is/are well justified.
 | * **Approved**
* **Returned for Review**
* **Not Approved**
 |
|  |  |  | Recommended & Forwarded to Concerned A/c Sec. for BUDGET |
|  |  |  |  |
| **[INDENTER]** | **[CONCERNED-HOD]** | **[EXPERT-MEMBER]** | **[GCR]** |
|  |  |  |  |
| **☞ STEP-2:**  |  |  |  |
| **FUND POSITION by****Account Section** | **🞏 Central Account**(S.O., Budget Sec.) | **√ Project Account**(S.O., Project Sec.) | **🞏 FRI-DU Account**(DDO) |
| **Total Value of Proposal (Rs.):** |  |
| 1. Chargeable

Account **Head/Project:**1. **Major Head:**
2. Minor Head:
 |  |
| 1. **Current Balance** :

(under the account head) |  |
| 1. Details of Committed Payments:
 |  |
| 1. **Fund available (Yes/No):**
 |  |
| **Remarks:** | **Forwarded to GC(R)****S.O.**(Central Budget/Project/FRIDU) |
|  **RECOMMENDATION OF GC(R), RCS**Proposal is forwarded for Administrative and Financial Approval with above Fund/ without Fund/ Fund awaited[Group Coordinator (R)] |
| **☞ STEP-3** |
| **Approved/** **Returned for Review/** **Not Approved****[Director, FRI]** |
| **☞ STEP-4:**  |
| **After this, it will be sent to Purchase Section for further necessary process.****[PO, FRI]** |

Page 3 of 3

**Name of Item:**

**Purpose (General/Research):**

(Strikeout/delete whatever not applicable)

|  |  |
| --- | --- |
| **1 Technical Specifications** | **Minor Deviation allowed (Yes/No)** |
| 1.1 |  |  |
| 1.2 |  |  |
| 1.3 |  |  |
| .. |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **2 Accessories, spares and consumables (if any)** |  |
| 2.1 |  |  |
| .. |  |  |
| **3 Standards, Safety, Warranty and Training (if any)** |  |
| 3.1 | **FDA, CE, ISO, UL or BIS certified:** |  |
| 3.2 | **Comprehensive warranty (Years):** |  |
| 3.3 | **AMC after Warranty (Years):** |  |
| 3.4 | **Training for Lab staff:** |  |
| … |  |  |
| **4 Documentation (if any)** |  |
| 4.1 | **Catalogue/Pamphlet/Literature** |  |
| .. |  |  |
| **5 Supply Type (Supply/Installation/Testing/Commissioning)** |  |
| 5.1 |  |  |
|  |  |  |
| **6** | **Special Terms & Condition (if any)** |  |
| **6.1** |  |  |

|  |  |
| --- | --- |
| Signature:Indenter | Signature:HOD: |

**Note: Please attach separate sheet for Vendors and their Email/Addresses for LTE/STE/Market Survey**