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|  | | | | **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) | | | | | | | | | Balance  Qty |
|  |  | | | | | | | |  | | | | | |  | |  | | | | | |  | | | | | | | | |  |
| 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\***

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| **☞ 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 |  |  |
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|  |  |  |
| **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**