**REQUISITION / INDENT FORM**

**(FOR PURCHASE OF GOODS)**

**Name of the Division/Section/Cell**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Name of the Item (With full information) | Name of the Item | Required quantity | | Estimated price |
|  | Specification of the indented goods |  |  | |  |
|  | Detailed justification for purchase of the item | | |  | |
|  | Source of fund: (Institute/ Externally funded Project/ SCSP / Any other) | | |  | |
|  | Present Stock position in Division/Section/Cell | | |  | |
|  | Present Stock position in Physical Store (to be filled by the Stores Section) | | |  | |
|  | Are the indented goods consumable or non-consumable | | |  | |
|  | If non-consumable, whether approved in EFC/SFC/Project/SCSP etc (kindly mention Sl. No./ page no. /enclose relevant document) | | |  | |
|  | The time for which the material is required in the section/department. | | |  | |
|  | Is the item proprietary in nature? If yes, please attach relevant certificate as per GFR 166. | | |  | |
|  | Whether the requested item/s is available on GeM Portal? If yes, please give the code number/ product id of the item/s. | | |  | |
|  | If not available on GeM portal, Kindly mention GeMARPTS No. and enclose the same | | |  | |

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | Description | Remark |
|  | The requirement of the item has not been given in piecemeal quantity to escape higher codal formalities, and hence enabling split purchase. |  |
|  | In terms of quality, type etc., the specification and quantity of the goods to be purchased are clearly stated as per the requirement. |  |
|  | The specification of the items is to satisfy the basic need, is generic in nature, and is not superfluous and unnecessary. |  |
|  | Essential Goods is not a trademark or trade name of a particular brand (Rate contract other then items) |  |

Declaration by Indenter: -

Signature of the indenter

Name and Designation

Date

Recommendation of Head of Division / Section / Cell with date

Signature of AAO (stores)

Primary approval for processing is accorded/not accorded

Director