

**INDENTS FOR PURCHASE OF ITEMS UNDER RC***(Refer para 2.3.2 & 8.4 (12) of the CSIR Manual)*

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*(Name of the Lab/Instt.)*PR No. as per PR Register \_\_\_\_\_  
*(To be filled by Indenter)*Indent No. & Date \_\_\_\_\_  
*(To be filled by Purchase)***(Only printed indent without alterations/striking/over writings will be accepted)**

Name of Indenter \_\_\_\_\_ Designation \_\_\_\_\_ ID No. \_\_\_\_\_

Name of Project Leader \_\_\_\_\_ Designation \_\_\_\_\_ ID No. \_\_\_\_\_

Project No. \_\_\_\_\_

Name of Division \_\_\_\_\_ Nature of Items \_\_\_\_\_  
*(Whether hazardous/radio active, perishable etc.)*

Category \_\_\_\_\_ Sub Category \_\_\_\_\_

**1.0** The following items may kindly be procured for use in the above project as well as other R&D activities of the Lab./Instt.

Sl. No.	Cat. No	Pg. No. of the Price List <i>(if available)</i>	Details of Items	Pack Size	Rate	Quantity	Cost of each item in INR
						Less: Discount	
						Sub Total	
						Add: GST	
						Grand Total	

**Certified that the prices have been computed from the current pricelist of the firm and we shall be responsible for its correctness.****2.0** The updated stock position has been checked on the intra-net and it is certified that the item(s) is/are not available in store. *(Applicable if the updated stock position is available on the intra-net)*

**3.0**

- (a) The availability of the item on GeM : available/not available.
- (b) Reasons, if any, for the items available on GeM being not processed for purchase

**4.0** The amount of ₹\_\_\_\_\_is hereby sanctioned under Project No.\_\_\_\_\_and Budget Sub-Head \_\_\_\_\_

**5.0** We shall abide by the Code of Integrity for Public Procurement as per para 3.2.1 of the CSIR Manual.

Signature of the Indentor  
Date

Signature of Project Leader  
Date

**FOR USE BY STORES**

(Not applicable in case the stock position is available on intra-net)

**01.** It is certified that:

- (a) The indented item(s) at Sr. No.(s) \_\_\_\_\_ of the indent is/are **Available** in store.
- (b) The indented items(s) at Sr.No.(s)\_\_\_\_\_of the indent is/are **Not Available** in store.  
*(strike out whichever is not applicable)*

Asst. SO(S&P)/Jr. Secretarial Asst. \_\_\_\_\_

SO(S&P) (Stores)\_\_\_\_\_

**TO BE USED BY PME OR ACCOUNTS FOR VERIFICATION**

PROJECT			FUNDS		
Project No. and Budget Head	Starting Date	Closing Date	Allocation including Revised allocation, if any.	Total Amount of Indents including Present indent	Balance

**6.0** We shall abide by the Code of Integrity for Public Procurement as per para 3.2.1 of the CSIR Manual.

PME/Accounts

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**For use in Purchase Section**

PO No. \_\_\_\_\_ Dated \_\_\_\_\_ with M/s \_\_\_\_\_  
\_\_\_\_\_ who is the authorized dealer of M/s \_\_\_\_\_  
\_\_\_\_\_ is placed below for signatures. The delivery date is \_\_\_\_\_  
(The delivery date has to be prior to Project closing date).

Name : \_\_\_\_\_  
Designation of the PDA : \_\_\_\_\_  
Date : \_\_\_\_\_

**SO(S&P)/SPO**