

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् (कॉम्प्लेक्स)
Council of Scientific & Industrial Research (Complex)
मानव संसाधन विकास समूह
Human Resource Development Group



INDENT FOR PURCHASE WITHOUT QUOTATION
(Refer para 2.3.2 of the CSIR Manual)

खरीद मांग पत्र Budget S-Head की P-_____

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: Capital/Consumable

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.:

| क्र.सं. Sl. No. | भण्डार (माल के विस्तारित विनिर्देश) Detailed specification of the stores | मात्रा Qty. | अनुमानित कीमत/ Approx. Estimated cost in ₹ |
|--------------------|---|-------------|---|
| | | | |
| Total ₹ | | | |

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 It is certified that the quantity /quality indented are required to meet immediate needs and are not indented for unnecessary stocking.

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 Indenter & Date

Signature of Project Leader & Date

FOR USE BY STORES

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

6.0 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

7.0 An amount of ₹ _____ is available under Project No. _____

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

PME/Accounts

To be used by Sanction Authority–Project Leader

An amount of ₹ _____ (Rupees _____) is sanctioned under Project Budget Head _____.

Signature of project Leader

Name: _____

Designation _____

Please tick the relevant of the following for further action:

1. Payment may be made to M/s _____
2. An amount of ₹ _____ may kindly be reimbursed to _____ to Dr./Mr./Ms. _____ ID No. _____ as the payment for the above purchase has been made by him.
3. An advance for ₹ _____ may kindly be drawn in the name of _____ ID No. _____
4. OB No. _____ Dated _____ may be removed off against ₹ _____ drawn as advance.
5. The payment has been made out of the Revolving advance hence the bill may be adjusted against it and an amount for ₹ _____ may kindly be recouped.

Signature of Indentor _____

Signature of Project Leader _____

Finance & Account Section may kindly admit the above bills for payment.

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

SO(S&P)/SPO/CoSP