

ANNEXURE-2C

INDENT FOR PURCHASE OF CONSUMABLES (Refer para 2.3.2 of the CSIR Manual)

(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. | Details of Items* | Quantity | Estimated cost of each item in INR (please refer clause . 2.1.1(3) (e) (i) of the CSIR Manual) |
|---------|---|----------|---|
| | 1. End Use : 2. Detailed specification: 3. Scope of supply & incidental services: 4. Acceptance test: 5. Qualification criteria if any: Note: Indicating of optional items is not permitted (use extra sheet if required) | | |
| | | | Total: |
| | | | |

2.0 It is certified that:

(a) The indented specifications are not based on any specific make/brand of a specific manufacturer/firm.

(b) The specifications given above meet the basic needs without including superfluous or non-essential features which may result in unwarranted expenditure.

3.0 The items indented are Proprietary/being procured on ST basis/on LPC basis/without quotation/emergency/none. (Retain only one). The requisite certificate is enclosed.

4.0

- (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

5.0 The delivery of the item is required on or before : _____
(the delivery period should be realistic)

6.0 The details of available vendors, their complete address and websites wherever available are as under:

- (a) _____
- (b) _____
- (c) _____

7.0 The Inspection of the material shall be done within ____days after receipt of the goods.

8.0 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)*

9.0 The details of the previous purchase made during last three years, are as under:

| Sl. No. of Indent | Date of previous Purchase | Name of Supplier | Rate/cost in Rupees/FC |
|-------------------|---------------------------|------------------|------------------------|
| | | | |

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

11.0 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.& Budget Head | Starting Date | Closing Date | Allocation including Revised allocation, If any. | Total Amount of Indents including Present indent | Balance |
| | | | | | |

Certified that the funds for the purchase are available

or

There is no budget allocation for the current year for the indent submitted; however, the indent may be processed for further action as per the approval accorded by the Director for administrative processing. (copy enclosed)

12.0 This indent is in line with the procurement plan hosted on the website and we shall abide by the Code of Integrity for Public Procurement as per para 3.2.1 of the CSIR Manual.

(strike out whichever not applicable)

PME/Accounts