

	<u>ISO 9001 : 2015 DOCUMENT</u>		Doc. No.: IIVR/IS15/30
	ICAR – Indian Institute of Vegetable Research, Varanasi		Dated: 12/03/18
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INDENT FORM FOR DIRECT PURCHASE OF GOODS

(Upto Rs. 50,000/- for purchase through GeM and Rs. 25,000/- in other cases)

1.	Head of Account (Institute Head/ Project Name)	
2.	Name & Designation of the Indenter	
3.	Division/ Unit/ Centre	
4.	Details of Items required with quantities	
5.	Purpose/ Justification for the Indented items	
6.	Mode of Purchase	GeM/ Drawal of Advance/ Bill Basis
7.	GeM Id no., if product is available on GeM	
8.	Expenditure Involvement	

Certified that:

- a. The Indented items are not available in the stock/ are to be exhausted soon and are required for immediate usage
- b. The Indented items are Not Available on GeM (if procured through Advance/ Bill Basis).
- c. The Indented items shall be utilized only for the purpose for which they have been indented.
- d. Expenditure can/ cannot be incurred on bill/ payment basis OR advance is required due to unforeseen emergent nature of purchase/ non-availability on GeM.
- e. No any previous advance is pending against my name/ adjustment of previous advance has already been submitted.
- f. The advance shall be utilized within 15 days of the drawal of the advance & adjustment shall be submitted immediately thereafter, failing which office may recover penal interest and principal amount as per norms.

Recommended & forwarded

(Dated Signature of the Indenter)

(Dated Signature & name of the concerned in-charge)



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**Comments/ Recommendation
of the Administration**

**Financial Concurrence of the
Audit & Accounts Section**

**Approval & Sanction/ Orders
of the Competent Authority**