

	<u>ISO 9001 : 2015 DOCUMENT</u>		Doc. No.: IIVR/IS15/31
	ICAR – Indian Institute of Vegetable Research, Varanasi		Dated: 12/03/18
	Revision No.:0.0	Issue No.: 1.0	Page No: 1 of 2

INDENT FORM FOR PURCHASE OF GOODS THROUGH COMPARISON

1.	Head of Account (Institute Head/ Project Name)	
2.	Name & Designation of the Indenter	
3.	Division/ Unit/ Centre	
4.	Details of the Items required with quantities	
5.	Specification of the Equipment/ Work	Detailed specifications with dated signature enclosed as Annexure “A”
6.	EFC Approval no. With Cost/ Project Approval Copy	
7.	Purpose/ Justification for the Indented items	
8.	Mode of Purchase	GeM (Above Rs. 50,000/-) Committee Purchase (Rs. 25,000/- to Rs. 2,50,000/-) Ltd. Tender/ Open Tender (Above Rs. 2,50,000/-)
9.	GeM Id no., if product is available on GeM	
10.	Approx. Financial Involvement	
11.	Any other details	

Recommended & forwarded

(Dated Signature of the Indenter)

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

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ANNEXURE 'A'

DETAILED SPECIFICATION OF THE EQUIPMENT/ WORK

Sl. No.	Particulars of the items

Certified that:

- a. The specifications are generic in nature. It meets only the actual and essential needs. There are NO OVER SPECIFICATIONS.
- b. That the specifications are not drawn on L.C.M. (LEAST COMMON MULTIPLE), but are based on H.C.F. (HIGHEST COMMON FACTOR)

(Dated Signature of the Indenter)