

	<u>ISO 9001 : 2015 DOCUMENT</u>		Doc. No.: IIVR/IS15/32
	ICAR – Indian Institute of Vegetable Research, Varanasi		Dated: 12/03/18
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INDENT FORM FOR PURCHASE OF GOODS THROUGH RATE CONTRACT

1.	Indented Items	Chemicals/ Glasswares/ Plasticware/ Scientific Services/ Consumables/ others (Pl. tick mark)
2.	Head of Account (Institute Head/ Project Name)	
3.	Name & Designation of the Indenter	
4.	Division/ Unit/ Centre	
5.	Details of the Items required with quantities	Detailed with dated signature enclosed as Annexure “A”
6.	Purpose/ Justification for the Indented items	
7.	Approx. Financial Involvement	
8.	Any other details	

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 shall be entered into the Divisional/ Sectional register and due records for usage/ consumption shall be maintained.
- c.** The Indented items shall be utilized only for the purpose for which they have been indented.
- d.** In case of outsourcing of sequencing/ scientific services, a copy of the sequencing data obtained from the firm/ agency shall be deposited with the PME cell and certification of the PME cell that the data has been received shall also be taken on the bill.
- e.** In case of project, the Indented items are directly related with the core activity of the project.

Recommended & forwarded

(Dated Signature of the Indenter)

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



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