



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY LUCKNOW

भारतीय सूचना प्रौद्योगिकी संस्थान लखनऊ

INDENT FORM FOR PROCUREMENT OF GOODS AND SERVICES

वस्तुओं और सेवाओं की खरीद के लिए इंडेंट फॉर्म

Please tick wherever applicable

Less than Rs.50000 Rs.50000- Rs.500000(Non-GeM) Rs.500000-Rs.1000000(GeM) More than Rs.1000000

To,

Officer In-charge

Date: _____

Store & Purchase

Dept./Cell/Section: _____

IIIT, Lucknow

Institute Account/Sponsored Project: _____

Name of Indenter:

Quotation/PAC Attached (Y/N)-

Item Required:

Types of Material/ Services	Tick	Purchase Order Type	Tick	Mode of Purchase	Tick
Consumable		Normal		Proprietary Item	
Non-Consumable		Repeat Order		Limited Tender	
Limited time Asset		Rate Contract		Global Tender	
Services (AMC/ Maintenance/ After Sales Service)		-		GeM	
				Out of GeM*	

*GeM Non-Availability Report Attached (Yes/No):

Suggested method of procurement:

- (a) **Open tender:** Rule 161 of GFR 2017 (for goods costing Rs.50 lakh or above).
- (b) **Limited Tender Enquiry:** Rule 162 of GFR 2017 (for goods costing upto 50lakh)
- (c) **Single tender Enquiry of proprietary Item:** Rules 166 of GFR 2017
- (d) **GEM:** Rules 149 of GFR2017
- (e) Rule 154 & 155 of GFR-2017

(If, the product is to be procured through GeM, indenter should search the product at GeM Portal and attach the base parameters (technical parameters and warranty) which will be used to filter the product and comparison has to be done between products of at least three different manufacturers/ OEMs & three different resellers for purchases from Rs. 50,000/-to Rs. 500000/-)

Items Details:

Sl.No.	Complete Description of Items (Specification Model, catalog No.) Use separate Sheet if required	Quantity Required	Purpose & Justification	Approx. Unit Price	Approx. Total Cost	Type of items	Estimated No. of Users & suggested Installation Place (eg: No. of Students/ Research Scholars / Faculty) (only for Non-Consumables Items)
1.							

Detailed specifications, purpose and justification may be provided in a separate sheet duly signed by Indenter & HOD/Section In-charge.

Suggested Supplier (if applicable)

Sl. No.	Name	Address
1.		

- i) The specifications in the terms of quality, type etc. and also quantity of goods to be procured is clearly spelt out keeping in view of the specific needs.
- ii) The specification given above are to meet the basic needs of the department/section/cell and are without including superfluous & non-essential features which may result in unwarranted expenditure.
- iii) The specifications are broad-based to the extent feasible. Efforts are made to use standard specifications, which are widely known to the industry & do not have any restrictive parameters to suit a particular bidder.
- iv) Also certified that I have checked the indent and further certify that details & specifications of all accessories/add-ons/power supply/software required for installation/operation of indented item, have been indented in this indent.
- v) The indented item is high value machinery, hence may be procured under two-bid system as per rules 163 of GFR-2017
- vi) Indenter and has to ensure that additional requirements are available to install/ use the product, if applicable. Such as: To purchase 10 computers and printers- table, chair, air condition, consumables, etc., will be additionally required and for this purpose sufficient fund is also available in respective budget head.
- vii) The primary user of the Department/Cell/Section i.e, HOD/In-charge has to ensure that adequate fund is available to purchase the item and to fulfil all other related additional requirements.
- viii) Detail instructions for procurement of Proprietary Items is attached.
- ix) In order to save time while preparing the tender document, indenter is requested to send the soft copy of the relevant documents to ar.aes@iiitl.ac.in within a day after forwarding it to finance section.
- x) Enclosures: 1. Quotations, 2. Committee approval, 3. Committee report, 4. Relevant Certificates as per Rule 154 or 155 of GFR-2017, if applicable, 4. Enquiry, if applicable
(strike off whichever is not applicable).

Mode of Procurement (GeM Portal/Out of GeM Portal) :

Advance Required by the Indenter (If applicable):

Additional information:

(i) Installation Required (Yes/No) (ii) Training Required (Yes/No)

Indenter's Signature

Signature of HoD/In-Charge/PI (Project)

- Certified that fund available under budgetary allocation for the proposed Amount i.e. Rs. _____

Budget Details (Institute Account/Sponsored Project)

Sl. No.	Department/Cell/Section	Project No. (if applicable)	Budget Head	Budget (Sub-Head)	Budget Allocation	Fund Available
1.						

Assistant Registrar (F&A)

Dean (IPR)

For Administrative & Financial Approval

Director