



**PURCHASE REQUISITION (INDENT) FOR GOODS INCLUDING EQUIPMENT**

|  |                                  |       |
|--|----------------------------------|-------|
| Indent No.   | Division:                        | Date: |
| Funds to be met from: Project <input type="checkbox"/> Plan <input type="checkbox"/> |                                  |       |
| In case of Project mention, Project Name along with Budget head:                     |                                  |       |
| Project P.I. Name:   |                                  |       |
| SAC Approval: Yes <input type="checkbox"/> No <input type="checkbox"/>               |                                  |       |
| Purpose & Justification:   |                                  |       |
| In case of equipment purchase, pl. mention place of Installation:                    |                                  |       |
| Goods are required by Date:  | Consignee and Place of Delivery: |       |

**DETAILS OF ITEMS**

| Sl. No. | Description/Specification | Available stock, if any | Total Quantity Required | Estimated Unit price (in Rs.) | Estimated Cost (in Rs.) |
|---------|---------------------------|-------------------------|-------------------------|-------------------------------|-------------------------|
| 1.      |                           |                         |                         |                               |                         |
| 2.      |                           |                         |                         |                               |                         |
| 3.      |                           |                         |                         |                               |                         |
| 4.      |                           |                         |                         |                               |                         |
| 5.      |                           |                         |                         |                               |                         |
|         | <b>Total</b>              |                         |                         |                               |                         |

It is certified that all

- Funds are provisioned for, in the budget
- The quantity indented does not exceed, consumption or usage limits of requirements.
- In case of equipment, kindly ensure the following:
  - Detailed specification is attached
  - Mention last purchase reference
- The item is available in Government e-Marketplace (GeM): Yes ☐ No ☐
- Is Proprietary certificate attached: Yes ☐ No ☐

Signature of the **Indentor**:  
Name & Designation:  
Date:

Director for approval please