

**REQUISITION / INDENT FORM
(FOR PURCHASE OF GOODS)**

Name of the Division/Section/Cell

Name of the Item (With full information)	Name of the Item	Required quantity	Estimated price
Specification of the indented goods			
Detailed justification for purchase of the item			
Source of fund: (Institute/ Externally funded Project/ SCSP / Any other)			
Present Stock position in Division/Section/Cell			
Present Stock position in Physical Store (to be filled by the Stores Section)			
Are the indented goods consumable or non-consumable			
If non-consumable, whether approved in EFC/SFC/Project/SCSP etc (kindly mention Sl. No./ page no. /enclose relevant document)			
The time for which the material is required in the section/department.			
Is the item proprietary in nature? If yes, please attach relevant certificate as per GFR 166.			
Whether the requested item/s is available on GeM Portal? If yes, please give the code number/ product id of the item/s.			
If not available on GeM portal, Kindly mention GeMARPTS No. and enclose the same			

Declaration by Indenter: -

Sl. No.	Description	Remark
1.	The requirement of the item has not been given in piecemeal quantity to escape higher codal formalities, and hence enabling split purchase.	
2.	In terms of quality, type etc., the specification and quantity of the goods to be purchased are clearly stated as per the requirement.	
3.	The specification of the items is to satisfy the basic need, is generic in nature, and is not superfluous and unnecessary.	
4.	Essential Goods is not a trademark or trade name of a particular brand (Rate contract other than items)	

Signature of the indenter
Name and Designation
Date

Recommendation of Head of Division / Section / Cell with date

Signature of AAO (stores)

Primary approval for processing is accorded/not accorded

Director