

Indent No:

Date:

**(To be Filled By Purchase Section.)**

**Details of Indenter/ Indenting Department**

|  |  |  |
| --- | --- | --- |
| **Name of Indenter:** | **Designation:** | **Department:** |
| **Email ID:** | **Contact No:** | **Name of HOD.** |

**Requirement: (Please tick**  **)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fresh** | **Additional** | **Repair/replacement** | **Recurrent**  **EXISTING RC:** YES/NO | **Any other(Specify)** |

**CATEGORY OF ITEMS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A. Consumables** | **Category** | **(Attach separate sheet. Annex.1)** | **Pack size/Unit of measurement**. | **Estimated Cost. (Including GST etc)** | |
| 1. Drugs 2. Chemical & Reagents 3. Disposable & Consumables 4. Office Stationary 5. Sanitary 6. Repair 7. Any other (Please Specify) |
|  | Approx. Unit price | Approx. Total cost |
|  |  |
| **B. Assets (Non IT)** | **Category** | **(Attach separate sheet. Annex.2.) Note: 1. For high-end equipment 5yr warranty followed by 5yr CMC is desirable.**  **2. For Medical equipment costing more than 30 Lakhs, Specification need to be vetted by External Experts.** | IAC Approval | **Yes** | **No** |
| 1. Equipment 2. Instrument 3. Electrical items 4. Electronic items 5. Accessories 6. Furniture 7. Replacement 8. Any other | **Estimated Cost.**  **(Including GST, Warranty, CMC/AMC etc.** | | |
| Approx. Unit price | | Approx. Total cost |
|  | |  |
| **C. Assets (IT)** | **Category** | **(Attach separate sheet. Annex.2.A)**  **(In case of IT Items the Departments will fill the ANNEXURE 2 A only, The IT Section will raise an Indent to S&P after examination of the same)** | **Estimated Cost.**  **(Including GST, Warranty, CMC/AMC etc** | | |
| 1. Computers. 2. Printers. 3. Computer Accessories. 4. Network devices 5. Network   accessories   1. Software 2. Any other (Please specify) |
| Approx. Unit price | | Approx. Total cost |
|  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **GeM Avaiability:** | **Yes** | **NO** | |
| Attach signed copy of suitable product leaflet from GeM | Attach signed copy of search result, with reasons and justifications. | |
| GeMARPTS to be signed by indenter | |
| Availability at central store | YES/NO | Signature of Store Keeper | Signature of ASO |
| Tentative desired delivery period and reasons. |  | | |
| **If research Project.** The Duration and Name of the Project and PI, Project ID |  | | |
| Mode of procurement suggested | GeM.149 I, II,III/ E Tender/Limited Tender/ R.C./ GFR 154/GFR 155/GFR 166 I , III (PAC)\*, 166 II Emergency\*.  \*PAC/Emergency format to be attached. | | |

N.B: Only typed indent without any cutting/over writing will be accepted. No specific Make/Brand to be mentioned other than PAC items.

**(CONSUMABLES)**

(Drugs, Chemical & Reagents, Disposable & Consumables, Office Stationary, Sanitary , Repair, Any other (Please Specify)

**Category: ……………………………………Item:……………………………………**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Quantity (Packs) | Pack size | Total |
|  |  |
| 2. | Composition/formulae/Specification And Desired self-life. |  | |
| 3. | Available stock in hand. |  | |
| Duration to last. |  | |
| 4. | Indented item duration to last. |  | |
| 5. | Last 6month to 1year consumption pattern  a. If chemical/reagents: Per pack or per kit test done to be mentioned.  (Attach separate sheet if  required) |  | |
| 6. | Detail Purpose & Justifications. |  | |
| 7. | Last purchase details.  P.O Number/Quantity/Per Unit Price. |  | |
| 8. | Estimated cost is based on Budgetary quotations, LPR, or Any  other. |  | |
| 9. | Details of Distribution details if applicable.(Attach Separate sheet if required) |  | |
| 10. | Details of Prospective Vendors/ OEM etc, (**If in RC, mention the details**) Any other remarks |  | |

**ANNEXURE-2 (ASSETS)**

(Equipment, Instrument, Electrical items, Electronic items, Accessories, Furniture, Replacement, Any other)

**Category:…………………………………………….Item:………………………………………………**

|  |  |  |
| --- | --- | --- |
| 1. | Quantity |  |
| 2. | Detailed Specification  (Attach Separate Sheet if Required) |  |
| 3. | Details about the life of equipment-  /instruments etc. |  |
| 4. | Warranty in years. As per requirement |  |
| CMC in years.  As per requirement |  |
| 4. | a. Last Procurement Details.  (P.O Number/Quantity/Unit Price) |  |
| b. Number of Same/similar items presently in use |  |
| 5. | Detail Purpose & Justifications. (Attach separate sheet if required) |  |
| 6. | Budgetary quotations. (Including CMC, Warranty, accessories/attachments etc) |  |
| 7. | Details of annual requirement of consumable , accessories, spares and cost thereof, if any. |  |
| 8. | Site readiness like area, power, civil works etc. |  |
| 9. | Requirement of installation/training (Operational/maintenance) etc |  |
| 10. | Details of Prospective Vendors/ OEM etc.  (Preferably three)  Any other remarks |  |

**TO BE SUBMITTED TO IT CELL**

**ANNEXURE-2 A (ASSETS IT)**

(Computers, Printers, Computer Accessories, Network devices, Network accessories, Software, Any other Please specify)

**Category:…………………………………………….Item:…………………………………………………**

|  |  |  |
| --- | --- | --- |
| 1. | Quantity |  |
| 2. | Detailed Specification  (Attach Separate Sheet if Required) **(IT Section to examine the same & Suggest**) |  |
| 3. | Details about the life of indented item. **(IT Section to examine the**  **same & Suggest**) |  |
| 4. | Warranty in years. As per requirement |  |
| CMC in years.  As per requirement |  |
| 4. | a. Last Procurement Details.  (P.O Number/Quantity/Unit Price) |  |
| b. Number of Same/similar items presently in use |  |
| 5. | Detail Purpose & Justifications. (Attach separate sheet if required) |  |
| 6. | Budgetary quotations. (Including CMC, Warranty, accessories/attachments etc) |  |
| 7. | Details of annual requirement of consumable if any. |  |
| 8. | Site readiness like area, power, civil works etc. |  |
| 9. | Requirement of installation/training (Operational/maintenance)  etc |  |
| 10. | Details of Prospective Vendors/ OEM etc.  (Preferably three) Any other remarks |  |