

भाकृअनुप - भारतीय गन्ना अनुसंधान संस्थान, लखनऊ
(ICAR- Indian Institute of Sugarcane Research; Lucknow)

STORE REQUISITION SLIP / INDENT FORM
(For Purchase of Recurring Nature Goods)

1.	Name of the Project/ Scheme			
2*	Name of the item alongwith full detailed specification	Particulars	Qty. Required	Estimated Cost
		Name of item		
3*	Detailed Justification for Procurement			
4.	Is it Addition to existing stock/ Replacement / New Procurement			
5.	Frequency of usage in a month			
6	Whether the items are proprietary in nature. If yes, please attach relevant certificate			
7	Whether the indented item(s) is/ are available on GeM.			

This is Certified that:

1.	Proper assessment for the quantum of purchase proposed has been carried out. The detailed information is as follows:-		
	S. N.	Details	Remarks
	i	Stock available in the inventory	
	ii	The period for which the present indent has been proposed and is expected to last	
	iii	That the requirement has not been split to avoid seeking approval of a higher authority / higher procurement mode.	
2	a)	The specifications in terms of quality, type etc; and also quantity of goods to be procured, has been clearly spelt out as per the requirement	
	b)	The specification meets the basic need and doesn't include superfluous and non-essential features.	
3	The subject matter of procurement is objective, functional, generic and measurable and specify technical qualitative and performance characteristics.		
4	The requirement is not for a particular trademark, trade name or brand (other than RC item)		

Signature of Indenter _____

Qty. recommended / modified as indicated

Name & Designation _____

Date _____

Signature of Head of Division with date

Note: Separate Indent may be given for each category of items e.g. Glassware, Chemicals, & Consumable etc.

***Separate sheet should be attached for indent form Sr. No. 2 & 3, if space is not sufficient.**

