

**AIIMS GUWAHATI**  
**PROCUREMENT INDENT**

**(To be filled by Indenting Department)**

Date: \_\_\_\_\_  
Department \_\_\_\_\_  
Total financial implication (in Rs): \_\_\_\_\_

**(To be filled by Purchase Section)**

Indent No. \_\_\_\_\_ Date: \_\_\_\_\_  
E Office File No \_\_\_\_\_ Date: \_\_\_\_\_  
Mode of Procurement: GFR-

1. Only typed Indent without any cutting/ overwriting will be accepted.
2. Indent should be submitted for 'same category' of items.
3. No specific make/brand of a specific manufacturer/ firm should be mentioned.
4. For price justification/ price reasonability- Previous Purchase Order be submitted. In absence of Purchase Order, GeM availability to be submitted.

Name & Designation of Indenting Officer	Extn/ Mob No.	Name of HoD	Extn/ Mob No.

(i) Category: Asset/ Consumable (Please specify) \_\_\_\_\_

(ii) Fresh/ Additional/ Recurring requirement (Date of last purchase and quantity previously purchased) \_\_\_\_\_

(ii) The following items are required for (purpose in brief with function and full justification for the present requirement) \_\_\_\_\_

\_\_\_\_\_

Sl No	Name of the item(s) with detail specification (the description of the subject matter of procurement to the extent practicable should be objective, functional, generic and measurable and specify technical, qualitative and performance characteristics)	Qty.	Estimated cost of each item in Rs.	Available/ Not Available in Stores	Signatures of Stores	
					Storekeeper	ASO (Stores)
1						
2						

Whether the item(s) as mentioned above are available in GeM or not	YES/NO
If available, the relevant document (GEM availability) has been attached	YES/NO
If not available attach GeM ARPTS (Non-availability) has been attached	YES/NO
Technical Specifications attached in word format along with Indent Form	YES/NO
Whether the item is having Make in India (MII) exemption	Yes/NO
Whether the item is in the EAC approved list	Yes/NO

Balance stock in Department and its duration of consumption:	
The tentative duration of the quantity indented will last	

Certified that the specifications are complete and correct to meet the requirement in all respects.

Signature of the Indenting Officer  
Date: 2025

Signature of HoD  
Date: 2025

**For procurement of equipment costing >30 Lakhs, Indenting Department may kindly furnish Details of External Expert to be nominated for vetting of Technical Specification of the equipment: -**

Sl No.	Name	Designation	Institute	Email id and contact number
1				
2				

**Approval accorded for nomination of external expert as mentioned in Sl No. 1/2 above: -**

**Signature of Competent Authority  
Executive Director  
AIIMS Guwahati**