**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**) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| SlNo | 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 inStores | 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 Signature of HoD

Date: 2025 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**