**PROCUREMENT INDENT – ‘B’**

**Purchase of Goods & Services (Maintenance, Repair etc.) through LPC/GeM as per**

**GFR Rule-155 (For items costing above Rs.50,000/- and up to Rs.5,00,000/-)**

**GFR Rule- 149 (ii/iii) (For items costing above Rs.50,000/- and up to Rs.10,00,000/-)**

|  |  |
| --- | --- |
|  | Indent No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_(To be filled by Purchase Section) |

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 in the indent.

TO BE FILLED BY THE INDENTING OFFICER: DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Name of the Indenting Officer  | Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Landline/ Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of HOD:  | Designation Landline/ Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of Dept. / Section:  | Landline/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total estimated cost of indented items  | Rs. |
|  |  |

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

(Equipment/ Spares/ Accessories/ Drugs/ Medicine/ Instrument/ Chemicals and Reagents/ X-ray Diagnostics Agents/ Dental Material, X-ray films/ X-ray Intensifying Screens/ Life Saving Equipment/ Office Stationery/ office Equipment/ Any other : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please specify)

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

Requirement: Fresh/additional/replacement (please specify)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SlNo | Name of the item(s) with detailed specification and pre-qualification criteria etc. (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. | Availability in Stores | Signatures of Stores |
| Storekeeper | ASO (stores) |
| 1 |   |  |   |  |  |  |

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

|  |  |
| --- | --- |
| Whether the item(s) as mentioned above are available in GeM or not | YES/**NO** |
| If available, the relevant document to be attached |  |
| If not available, Give reasons/ Justification (Separate sheet may be attached)  |  |

|  |  |
| --- | --- |
| Date of last purchase if any/ If yes the details may be attached in a separate sheet |  |
| Balance stock in Department and its duration of consumption : |  |
| The tentative duration of the quantity indented will last |  |

Signature of Indenting Officer Signature of HOD

Date: Date: