

AIIMS, GUWAHATI

PROCUREMENT INDENT – ‘C’

Purchase of Goods & Services by Limited Tender Enquiry as per GeM-149(ii)&(iii)/ GFR Rule-162 (For items costing up to Rs.25,00,000/-)

Indent No. _____	Date: _____
(To be filled by Purchase Section)	

This mode of procurement is adopted when estimated value of the goods to be procured is up to Rs. 25 lakhs. (Rupees Twenty Five Lakhs.)

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:

DATED: _____

Name of the Indenting Officer	Designation _____ Landline/ Mobile No. _____
Name of HOD	Designation _____ Landline/ Mobile No. _____
Name of Dept. /Section _____	Landline/ Mobile No. _____
Total estimated cost of indented items	Rs. _____/- (Rupees _____)

Category: Asset/ Consumable/Spares/Accessories etc. (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)

Requirement: Fresh /additional/replacement (please specify)

Sl No	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, Broad based, simple, generic and measurable and specify technical, qualitative and performance characteristics) Separate sheet with signature of Technical Committee can be used and to be attached with indent	Qty.	Estimated cost Rs. (Including GST, CMC charges, Incidental charges etc.)	Availability in Stores	Signatures of Stores	
					Storekeeper	ASO (stores)
1						
2						

The items are available/ not available in GeM. If available, the relevant documents are attached herewith. If not available, justification is given :	
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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	

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

1. The estimated cost of indented items is based on: (A) Budgetary quotation (B) On previous purchase basis (C) On the purchase of other organizations (D) Prices available on website/Price list.(D) Any other (Pl. specify) _____.

AIIMS, GUWAHATI

2. The brief purpose, end use , summary of the functions and full justification of the indented equipment/item _____
3. Justification for purchase of additional unit of equipment, in case the item is already available in Institute/Division (to justify duplication of items) **NA** (Pl. tick which is applicable)
4. Please tick the appropriate one: (i) The equipment will enhance research capabilities of AIIMS, Guwahati (ii) Treatment of patients (iii) will attract other projects (iii) Academic purpose (iv) Any other purpose (v) Not applicable
5. Warranty Period required: 5 (five) years from the date of successful installation and commissioning of the equipment.
6. CMC period required: 5 (five) years after the end of warranty period.
7. The tentative delivery of the item(s) at AIIMS, Guwahati is required on or before _____ (Please mention date or period).
8. Whether the installation and commissioning requirements like area, power, civil works etc. are ready - **Yes/No/NA**. If NO, expected time by which requirements will be completed _____.
9. The inspection report of the material shall be sent to Central Stores within _____ days after receipt of the goods.
10. The details about the life of the instrument/ equipment etc., availability of spares, maintenance etc: _____ **NA**
11. The installation/commissioning of the equipment shall be done by the **Supplier /Not required** Whether training is required, if so, please mention type of training (operational or maintenance) required along with proper justification & place of training: **No/ NA**
12. The log book for the operation of equipment shall be maintained by the user (**Yes/NA**)
13. The list of available vendors, their complete addresses and websites /e-mail wherever available. (Please give the vendors of **comparable reputation** only):
 1. _____
 2. _____
 3. _____
 4. _____

(Signature of the Indenting Officer with date)

(Signature of HOD with date)