



F.No.36-155/23-24/General Corrs.(P)/

Date: 01/08/2023

CIRCULAR

All the Officials / Staff of CIFE Headquarter and all Sub-centres are requested to submit attached new indent form 'A' for Capital Nature Goods as per EFC & External Projects and Form 'B' for Recurring nature goods (Glassware's, Chemicals & Consumables etc.). Form should be duly filled and signed by the indenter with recommendation of Head of division / Section In charge / OIC's by e-office only.

This is issued with the approval of the Director.

Encl:- As above forms


1.8.2023
(Navin Kumar)
Sr. Administrative Officer

Distribution:

1. To all the officials & staff of CIFE.
2. Director & Joint Director Cell.
3. CAO (SG) / Comptroller / PPS / AO's / AAO's
4. ICT Incharge the same may be uploaded on CIFE webpage under Forms
5. Staff.all@cife.edu.in
6. webmaster@cife.edu.in



भा .कृ. अनु. प - केन्द्रिय मात्स्यिकी शिक्षा संस्थान
ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION
(Deemed University), (A University Established Under Sec. 3 of UGC Act 1956)
Panch Marg, Off Yari Road, Versova, Andheri (West), Mumbai-400061
Tel. No. 022-26361446/7/8, Fax No. 022-26361573 Web Site : www.cife.edu.in



PURCHASE REQUISITION SLIP/INDENT FORM (A)

(For Purchase of Capital Nature Goods as per EFC & External Project)

1.	Name of the Project/scheme	ICAR/External	
2.*	Name of the item along with full detailed specification	Quantity Required	Estimated Cost/Unit
3.*	Detailed Justification for procurement in the current Financial Year.		
4.	Is it Addition to existing stock/Replacement/New procurement		
5.	Whether the items are proprietary in nature. If Yes/No		
6.	EFC Annexure No. and Page No. as per approved by the council		

PTO

This is certified that:-

1.	Proper assessment for the quantum of purchase proposed has been carried out. The detailed information is as follows :		
	Sr. No.	Details	Remarks
	i.	Stock available in the inventory	
	ii.	The period for which the present indent has been proposed .	
	iii.	That the requirement has not been split to avoid seeking approval of a higher authority/higher procurement mode.	
2.	a.	The specification in terms of quality, type etc. and also quantity of goods to be procured, has been clearly spelt out as per the requirement (If required may attach separate page)	
	b.	The specification meets the basic needs 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
Name & Designation
Date :-

Qty. recommended/ modified as indicated

Signature of Head of Division with date

Note: Separate Indent may be given for each category of capital Goods.

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



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PURCHASE REQUISITION SLIP/INDENT FORM (B)

(For Purchase of Recurring Nature Goods)
(Glassware, chemical and Consumables etc.)

1.	Name of the ICAR Budget/ Project/scheme	ICAR/External		
2.*	Name of the item along with full detailed specification, if any	Quantity Required	Estimated Cost	
3.*	Detailed Justification for procurement			
4 A	Stock Availably		MI/Lit/Gm/Nos/Weight etc.	
4 B	Is it Addition to existing stock/Replacement/New procurement			
5.	Frequency of usage in a month/Annual			
6.	Whether the items are proprietary in nature. If yes, pl. attach relevant certificate			
7.	Under the Head			

*If it will be used for student Research, may be mentioned clearly & Student Contingency should be utilized for this.

PTO

This is certified that

1.	The subject matter of procurement is objective, generic and measurable and technical, qualitative and performance characteristics are specified.
2.	The requirement is not for a particular trade-mark, trade name of brand.
3.	The specification in terms of quality, type etc., as also quantity of goods to be procured, has been clearly spelt out keeping in view the specific needs of the Institute and doesn't include superfluous and non-essential features which may result in unwarranted expenditure.
4.	The demand of goods has not been divided into small quantities to avoid the necessity of obtaining the sanction of the higher authority with reference to the estimated value of the total demand.
5.	a) The technical specification are based on the national technical regulations/recognized national standards/relevant international standards. b) In case of deviation to above, the reasons for adopting any other technical specification are enclosed.
6.	Certificate that due care has been taken in framing the specification and no change will be proposed at any stage after the quotation have been processed

Signature of Indenter
Name & Designation
Date

Qty. recommended/ modified as indicated

Signature of Head of Division with date

Note:- If items is not available on GEM, a copy of same may be attached as proof.

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