



**PURCHASE REQUISITION SLIP/ INDENT FORM (A)**  
(For Purchase of Capital Nature of Goods as per EFC & External Projects)

|    |   |               |      |                      |
|----|---|---------------|------|----------------------|
| 1. | Name of the Project/ Scheme   | ICAR/External |      |                      |
| 2. | Name of the Item  |               | Qty. | Estimated Cost/ Unit |
|    | Detailed Specifications   |               |      |                      |
| 3. | Detailed justification for Procurement in the Current Financial Year.                               |               |      |                      |
| 4. | Is it additions to existing stock/ replacement/ new procurement. (Stock available in the Inventory) |               |      |                      |
| 5. | Details of previous procurement (Quantity, Price and Date of Purchase)                              |               |      |                      |
| 6. | Whether the items are Proprietary in Nature. If Yes, please attach relevant certificate.            |               |      |                      |
| 7. | EFC Annexure No. and Page No. as per approved by the Council.                                       |               |      |                      |
| 8. | The period for which the present indent has been proposed.  |               |      |                      |

## UNDERTAKING CERTIFICATE

I, \_\_\_\_\_ certify that,

- i. The specifications for the above item is **generalized in a broad-based manner and industry friendly for receiving competitive bids** from different sources and also to ensure that the specifications and the allied technical details furnished are complete and correct to meet the user's requirement fully.
- ii. 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).
- iii. The **specification meets the basic needs and doesn't include superfluous and non-essential features.**
- iv. 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.
- v. The subject matter of procurement is **objective, functional, generic and measurable and specify technical qualitative and performance characteristics.**
- vi. The requirement is **not for a particular trademark, trade name or brand** (other than RC item).
- vii. It is certified 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**

**Signature of Head of Division/  
Officer Incharge/ Incharge**

**Name** : \_\_\_\_\_  
**Designation** : \_\_\_\_\_  
**Date** : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Name** : \_\_\_\_\_  
**Date** : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\*Note: Separate Indent may be given for each category of Capital Goods.

**\*It is compulsory to fill all the column & details in the above form, otherwise indent will not be accepted/ processed.**