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 Indian Institute of Information Technology,
 Design and Manufacturing, Kancheepuram

Dean (SR,IC&CE) Office

Purchase Indent (Project) – Equipment / Non Consumables / Software

To be filled by SRICCE - Purchase

Date:

P.I Name:

Project No./Name:

Date:

Funding Agency:

Tele:

Department:

Type of Indent: Proprietary / Proprietary Usage / Limited Tender / Advt Tender/ LPC / GeM
 (Strike out whichever is not applicable). In case of Proprietary attach certificate A, Proprietary usage certificate B, Single Tender certificate C)

Type of item : Imported / Indigenous / Both

Preferred Delivery Date:

(Strike out whichever is not applicable)

S.No	Part No.	Description of Items	Qty	Unit Rate Rs.	Total in Rs.
18% GST					
Total					

(Separate indent to be furnished for each class of items. For items with detailed specifications use a separate sheet and sign the enclosure. Unit rate and amount should be given in INR. In case of estimate is in foreign currency, convert to equivalent Indian Rupees. For exchange rate, please visit www.xe.com)

Vendor (s) address(es)

For more vendors attach separate sheet

Vendor's Name	Address	Phone No.	Email ID

Other Details (to be filled by the Indenter without fail)

Brief Purpose / Application /End Use of the equipment/ instrument	
Expected Life of the equipment / instrument	
Spares requirement, availability	
Pre-Installation requirements Available Not available Not applicable	<ul style="list-style-type: none"> - Site: - Electrical Power - Water - Chemicals / Kits etc - Air Conditioning - Any other requirement
Installation & commissioning	Not required / Will be done by the indenter / needs the assistance of vendore or Indian agent
Tentative inspection schedule	
Approximate time required for equipment to be operational after delivery	

Certificate

Certified that specifications are complete and correct to meet the requirement fully.

Signature of PI

Funds Availability : Yes / No

Dealing Assistant, SR,IC&CE Cell

Recommendation of Dean (SR)

Recommended / Not Recommended

Signature of AR (SR)

Dean (SR)

Recommendation of Registrar

Recommended / Not Recommended

Registrar

Proposal Approved and expenditure sanctioned

Director