



IISER KOLKATA

FORM R&D-26

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान कोलकाता
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA
RESEARCH AND DEVELOPMENT

INDENT FORM

Name of the Indenter		INDENT NO.	
Department / Centre		Date	
Name and No. of the Project			

Type of Purchase	Indigenous		Foreign					
Mode of Purchase	Cash Purchase		Market Survey		Limited Tender		Global Tender	
Nature of Purchase	Equipment		Furniture		Accessories		Spares	
	Consumables		Books		Others:			

Sl. No.	Item Description	Unit Rate (₹)	Quantity (Nos.)	Total Price (₹/US\$/Euro)
Available balance as on _____ in Subhead _____		₹	ESTIMATED TOTAL VALUE	₹

Purpose / Justification:

R & D Declaration:

Signature of the Indenter	Recommended for sanction
	Assistant Registrar (R&D)

Sanction of the Competent Authority	
Dean, Research and Development	Director, IISER Kolkata

(Declaration as per Rule 145 & 146 of the GFR 2005 should be submitted together with purchase documents before sending those to R&D Office)

List of Supplier of the purchase:

1. Name and Address of the Supplier: _____
2. Name and Address of the Supplier: _____
3. Name and Address of the Supplier: _____
4. Name and Address of the Supplier: _____
5. Name and Address of the Supplier: _____

Name & No. of the Project

Sanctioned Amount

Fund Allocation for the Year

Fund Allocation for Equipment Rs.

Consumable Others

Expenditure till Date

Available Balance..... As On.....

For Cash Purchase

Fund Allowed for the year

Expenditure Still Date

Available Balance As On

**The above information has to be
filled by the Indenter.**

(For Office Use Only)

Indent / Requisition received on:

Indent entered in the Indent Register on:

- | | | | |
|-----|----------------------------|------|---|
| 1.1 | Excise Duty | 1.2 | FOB Charges |
| 1.3 | Packing & Forwarding | 1.4 | Total FOB Value |
| 1.5 | Sales Tax | 1.6 | Exchange Rate/Rupee |
| 1.7 | Freight Charges | 1.8 | Total Value in IC |
| 1.9 | Insurance | 1.10 | Freight, Ins, Clearing, Bank Cgs
etc. (20% of FOB) |
| | | 1.11 | Agency Commission |

Declaration as per Rule 145 of the GFR 2005

Indent No:

Indent Date:

Indent Value (₹/US\$/Euro):

Name of the Supplier:

Items:

Invoice No:

Invoice Date:

Invoice Value (₹/US\$/Euro):

"I, _____, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."

Date:

Signature of the Indenter: _____

Name of the Indenter: _____

Rule 145. Purchase of goods without quotation: Purchase of goods upto the value of ₹ **15,000/-** (Rupees Fifteen Thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the above format.

Declaration as per Rule 145 of the GFR 2005

Indent No:

Indent Date:

Indent Value (₹/US\$/Euro):

Name of the Supplier:

Items:

Invoice No:

Invoice Date:

Invoice Value (₹/US\$/Euro):

"I, _____, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."

Date:

Signature of the Indenter: _____

Name of the Indenter: _____

Rule 145. Purchase of goods without quotation: Purchase of goods upto the value of ₹ **1,00,000/-** (Rupees One Lakh) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the above format.

Declaration as per Rule 146 of the GFR 2005

Indent No:

Indent Date:

Indent Value (₹/US\$/Euro):

Name of the Supplier:

Items:

Invoice No:

Invoice Date:

Invoice Value (₹/US\$/Euro):

"Certified that we _____, member of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question"

Date:

Signature of the Indenter: _____

Name of the Indenter: _____

Signature of the Member _____

Signature of the Member _____

Name of the Member

Name of the Member

Rule 146. Purchase of goods costing above Rs. 1,00,000.00 (Rupees One Lakh) only and upto Rs. 5,00,000.00 (Rupees Five Lakh) only on each occasion may be made on the recommendation of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The Committee will survey the market to ascertain the reasonableness of rate, quality and specification and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as above.

INSTRUCTIONS

For all purchase / procurement through externally funded project, an Indent Form (Form R&D 26) has to be filled up as per the following guidelines:

- i) Please fill up all the required information. Strike out whichever is not applicable.
- ii) Indent for **Equipment(s)** should contain the specifications of the Equipment with signature and date of the HOD of the Department and indenter at the bottom. All signatures should carry a date next to it.
- iii) Indent for **Consumable(s)** and **Chemical(s)** should contain the list of consumables and chemicals indicating the quantity and estimated unit price of each, to be procured. Kindly mention clearly the required percentage of the purity of chemicals.
- iv) Indent of any **Laboratory Furniture** should contain the specifications of the Furniture.
- v) Estimated value of the indent should include Taxes, Duty and Other Charges.
- vi) Usage and justifications for the procurement should be given. If prior approval of the Competent Authority has been taken, a copy of it should be attached with the indent.
- vii) R & D (Research and Development) declaration for the procurement should be given (If applicable). If prior approval of the Competent Authority has been taken, a copy of it should be attached with the indent.
- viii) Please mention the "Project Number", "Project Name" and "Project Value for the particular Financial year" in brief and the name of the funding agency in the Indent Form, if the proposed procurement will be made from the fund of an externally funded project received by the IISER Kolkata (Attach the sanction letter).
- ix) Mention the List of Suppliers for the procurement in the Indent Form.
- x) Final procurement cost should not exceed by 10% of the Indented value.
- xi) Procurement should be completed within 6 Months or before the end of the financial year from the date of approval of the Competent Authority.
- xii) Indent value of up to ₹15,000.00 (cash purchases) / ₹ 1,00,000.00 (cash purchase) and more than ₹ 1,00,000.00 to ₹ 5,00,000.00 (market survey) should be enclosed with Form No.145 and Form No. 146 respectively at the time of submission of bills for Payment.
- xiii) Please estimate the total consumptions for a certain period of time as far as possible and fill up one Indent Form for the entire quantity. Avoid splitting the purchase in multiple Indent Forms for similar items procured at the same time.
- xiv) Brand Name / Company Name should not be mentioned in the Indent Form (Except for proprietary items).
- xv) Indent Form duly filled in and signed by the HOD of the Department should be submitted to the Office of the Dean, R&D for the sanction of the value. If prior approval and sanctioned of the Competent Authority has been taken, a copy of it should be attached with the indent.

Sanctioning power*:

Up to Rs. 5,00,000.00 – Dean, R&D

Above Rs. 5,00,000.00 – Director

- xvi) Office of the Dean, R&D will assign an Indent Number for further processing.