भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान बरहमपुर
Indian Institute of Science Education and Research Berhampur
Established by the Ministry of Education, Govt. of India

Form: S&P 01

Indent No. IISERBPR/ / Date:

PURCHASE REQUISITION (INDENT) – ☐ GOODS / ☐ SERVICES

(Form should be neatly typed and printed on both sides of A4 size paper)

1. Name of Indenting Officer & PF No : ____________________
2. Department : ____________________
3. Budget : (GIA/Project) : ____________________
4. Indigenous / Import: ____________________ 5. Type of Goods/ Services: /Scientific Eqpt ☐ /Consumable/Services ☐
6. Purpose of Goods/Services: Research Purpose ☐ General Purposes: ☐
7. Category of Stores: Please √ appropriate option 8. Maintenance Contract: Please √

Consumable	Non-Consumable

AMC	CMC

9. Purchase Procedure Suggested: Please √ appropriate option in A or B

A. **Through GeM** (Rule-149 of GFR-2017)	Direct Purchase (Upto ₹ 1 lakh)	
	L1 Comparison (Upto ₹ 10 lakh)	
	Bidding/ Reverse Auction/ PAC (Above ₹ 10 lakh)	

or

B. **Outside GeM** (***Please enclose a valid GeM ARPTS duly signed by the Indenting Officer***)

Procurement Type	Monetary ceiling (Other than Scientific Eqpt/ Consumables for general purpose)		Monetary ceiling (Scientific Eqpt/ Consumables for research purpose)	
Direct Purchase (GFR-154)	Upto ₹ 1 lakh		Upto ₹ 2 lakh	
Local Purchase (GFR-155)	Upto ₹ 10 lakh		Upto ₹ 25 lakh	
Limited Tender Enquiry (GFR-162)	Upto ₹ 50 lakh		Upto ₹ 1 Cr	
Advertised/ Open Tender Enquiry (GFR-161)	Above ₹ 50 lakh		Above ₹ 1 Cr	
Rate Contract (RC)			Upto ₹ 50 lakh	
Proprietary Article Certificate (PAC)*	No upper limit		No upper limit	

* ***Please enclose duly signed prescribed format duly complete in all respect along with the approval of the Competent Authority.***

10. Details of Item(s) to be Purchased:

S. No.	**Description & Technical Specification of the item (Enclose a signed separate sheet for detail description and technical specification**	**Unit (No/Mtr /Kg/Ltr. etc)**	**Purpose**	**Approx. Unit Price (₹)**	**Qty**	**Past Purchase rate with reference if procured earlier or basis for estimated price**	**Total Estimated Price * (₹)**
A							
B	Ex Works/FCA/FOB/CIP Charges (In case of Import only)						
C	Applicable Taxes or GST @ _________%						
D	Custom Duty @ _______%						
E	Seaport/Airport Clearance/Freight/Insurance/Others						
F	**Total Indent Value (A+B+C+D+E)**						

* Please enclose justification such as quotation/past purchase order etc.

11. Goods/Services required by Date:
12. Pre-bid meeting required : Yes/No

In case there is specific required related to information separate signed sheet may be attached.

13. Whether Civil/Electrical perquisites are available (Space, Power Supply, Ventilation): Yes/No
Remarks of IWD: Civil ___________________________ Electrical ______________________________
14. Whether budgetary quotation/ catalogue enclosed: Yes/ No
15. Local Purchase / Tender Evaluation Committee proposed:

S. No.	Name	Designation	Signature
1			
2			
3			

Note: (i) The technical specifications of items valued more than ₹ 50 lakh are to signed by the Technical Committee to be constituted with the approval of the Director (to be enclosed)
(ii) Specifications once submitted cannot be modified without approval of the Director.

16. Suggested Supplier(s):

S. No.	Name and Address	Contact no.	E-mail
1			
2			
3			

It is certified that: -

i. The item description, its technical specification and required quantity are in conformity with the guidelines contained in the Manual of Procurement of Goods/ Services and applicable provisions of the GFR.
ii. It is certified that the specifications of the indented items are broad-based, generic, standardized and measurable to ensure wider participation. The qualification criteria are not unduly restrictive and no further generalization in the specification is possible.

(Indenter's Signature) **(HOD/ Section In-Charge)** **(Dean R&D)**

17. Budgetary provisions (for Seed Grant/Project Fund) – to be filled up by Office, R&D

Budget Year	Budget Head & Sub Head	Budget Allocated (₹)	Fund Utilized so far (₹)	Fund requirement for present PPR (₹)	Balance Fund Availability (₹)	Signature of AR (R&D)

18. Whether the indented item (s) are available in Central Stores: Yes / No
(to be filled up by Stores & Purchase Section)

19. Remarks of S&P Section and AR/DR (S&P):

20. Budget Details/ Remarks of F&A Section:

Budget Year	Budget Head & Sub Head	Budget Allocated (₹)	Fund Utilized so far (₹)	Fund requirement for present PPR (₹)	Fund req. for relocation charges (₹)	Balance Fund Availability (₹)	Signature of AR (F&A)

21. Remarks of the Registrar :

Procurement of indented goods/ services is **Approved** / **Not Approved**

HoD/Dean/Registrar/Director
(As per the Delegation of Power)

As per Delegation of Authority (Financial):

CFA	Upper Limit
HoDs	₹ 25,000
Deans	₹ 1,00,000
Registrar	₹ 2,50,000
DoRD (Extra-mural Fund)	Within sanctioned budget
Director	No upper limit (as per sanctioned budget)

Annexure – I

DETAILED TECHNICAL SPECIFICATIONS

Signature of Indenting Officer

STATEMENT OF CASE

(for Goods / Services valued above ₹ 50 lakh)

1. Name of the item: ……………………………………………………………………

2. Quantity required …………….

3. Estimated cost …………………….

4. Brief write about the item:

5. Broad Purpose of the item being procured

6. Details of previous purchases if any:

7. Probable suppliers

8. Rates obtained from other organisation

Signature of Indenting Officer

Remarks of HoD/ Section In-Charge