**Annexure-I**

**Indent for Procurement of Goods**

**(a) Indent No (To be provided by Purchase Cell):**

**(b) Name & Designation of the Proposer/Section In-Charge:**

**(c) Section:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the Item** | **Specifications** | **Quantity Required** | **Estimated Cost**  **(Please attach reference for the estimate)** | **Purpose/Justification**  **(Please attach additional sheet, if required)** | **\* Whether approval (in-principle) of Competent Authority obtained for procurement of the goods?** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

\* A copy of the relevant page of the note portion of the file containing the approval (in-principle) of the Competent Authority’ may be enclosed.

**Date:**

**Place:**

**(Signature & Seal of the Proposer)**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Annexure-II**

**Indent for Procurement/Extension/Amendment of Services**

**(a) Indent No (To be provided by Purchase Cell):**

**(b) Name & Designation of the Proposer/Section In-Charge:**

**(c) Section:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Type of Request** | **Description of the Service(s) Required** | **Purpose/ Justification (Please attach additional sheet, if required)** | **\* Whether approval (in-principle) of Competent Authority obtained for procurement of the service(s)?** | **Proposed Period of Contract/Original Contract Start and End Date (in case of extension/amendment)** | **Detailed Estimate** | **Attachments** |
|  | ۰ New procurement  ۰ Extension of existing service  ۰ Amendment to existing contract | ۰ Nature of Service  ۰ Scope of Work  ۰ Deliverables | Please attach additional sheet, if required |  |  | Please attach additional sheet, if required | ۰ Proposal/Quotation  ۰ Previous Contract,  ۰ Draft Tender Documents  ۰ Other Relevant Documents |

\* A copy of the relevant page of the note portion of the file containing the approval (in-principle) of the Competent Authority’ may be enclosed.

**Date:**

**Place:**

**(Signature & Seal of the Proposer)**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Annexure-III**

**Verification Certificate for Procured Items**

This is to certify that the items procured against Indent No. \_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_ have been received and physically verified by the undersigned. Upon inspection, the following have been found:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Item description** | **Quantity** | **Whether the item(s) supplied is (are) as per the required specification(s)** | **Whether the quality of the item(s) is (are) satisfactory/ and meet the required standards** | **Any discrepancy found in the item(s)** | **Remarks, if any** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Date:**

**Place:**

**(Signature & Seal of the Verifier)**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**