

**INDENT FORMAT NO. 2**

**BIHAR ANIMAL SCIENCES UNIVERSITY  
PATNA 800014**

Purchase of Goods/ fabrications and Repairs services by Local Purchase committee (LPC)  
(Above Rs.50,000)-& up-to Rs. 5 lakhs)

Indent No.& Date ..... (To be filed by purchase section)
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A. TO BE FILLED BY THE INDENTER: DATED \_\_\_\_\_

Name of Indenter \_\_\_\_\_ Designation \_\_\_\_\_

Name of Division/Section \_\_\_\_\_

Phone No.of Indenter \_\_\_\_\_

Total cost of indented items Rs. \_\_\_\_\_

Category: Asset/Non – Consumable/ Consumable (Please specify) \_\_\_\_\_

Requirement: Fresh/Additional/Replacement (please specify) \_\_\_\_\_

The following items are required for (purpose in brief ): \_\_\_\_\_

S.No.	Generic Name of the item with detailed specifications	Qty.	Estimated cost of each item in Rs.	Availability in stores	Signatures of stores		
					Stores charge	In-	SO/SPO

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

2. Date of delivery by which the material is required \_\_\_\_\_  
Signature of the Indenter \_\_\_\_\_  
Date \_\_\_\_\_

**B. Verified: Sufficient of fund is available under above mentioned project/ Budget head**

Accountant Departmental Head

Sanctioned a sum of Rs ..... (In figure & word) only under B. Head .....

Sanctioning Authority \_\_\_\_\_  
 Name & Designation \_\_\_\_\_ Name & Designation \_\_\_\_\_

C. A local Purchase Committee of the following members may kindly be approved for procurement (at least 1 (One) from out side of the indenting section/division)

1 ..... 2..... 3.....

Nominated and Approved

Finance Comptroller

## Annexure 'B'

Certificate

a) " Certified that we, the members 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. Accordingly we enclose the

quotation No. \_\_\_\_\_ dated \_\_\_\_\_ of M/S/ \_\_\_\_\_ for placing Purchase Order.

	Member I.O/PL	Member II	Member III (from out side of the indenting section/division)
Signatures			
Name			
Designation			
Division/Section			
Date			

b) " It is certified that the required item is for specific use of the R&D and Will be Utilized for the project titled \_\_\_\_\_

(Project No.) (Strike out if not applicable)

b) Sanctioned sum of Rs. ....(Rs. ....)

only under Budget Head \_\_\_\_\_. The Purchase section may kindly make arrangement to procure the indented item/s from the firm recommended by the above local purchase committee.

Signature of the Sanctioning Authority -----

Date :

Name & Designation .....