

**INDENT FORMAT NO. 3**

**BIHAR ANIMAL SCIENCES UNIVERSITY  
PATNA 800014  
INDENT FOR NORMAL PURCHASE OF ITEMS**

(Above Rs.5 lakhs)

Indent No. & Date ..... ( To be filled by the Purchase section)
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A. TO BE FILLED BY INDENTOR:

DATED \_\_\_\_\_

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

Designation \_\_\_\_\_

Name of Division/section \_\_\_\_\_

Phone No.of Indentor \_\_\_\_\_

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

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

(b) Fresh/Additions/Replacement (please specify) \_\_\_\_\_ (c) Impoted/Indigenous \_\_\_\_\_

The following items may kindly be procured for(purpose in brief ): \_\_\_\_\_

S.No.	Generic name of the item with detailed specification and Description (please use separate sheet, Duly Signed, if necessary)	Quantity	Estimated Cost of each item in Rs. (Including all taxes & duties)

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

2. The estimated cost of indented items is based on: (A) Budgetary quotation (B) on previous purchase basis (C) on the purchase of other organization (D) Prices available on website/Price list. (F) Any other (Pl. Specify) \_\_\_\_\_

3. The Purpose end use and summary of the functions of the indented equipment /item

\_\_\_\_\_

4. Justification for purchase of additional unit of equipment, in case the item is already available in Institute/Division (to justify duplication of items \_\_\_\_\_

\_\_\_\_\_/ NA

5. The details such as the useful life of the equipment, availability of spares, arrangement for maintenance etc.

\_\_\_\_\_  
\_\_\_\_\_

6. Please tick the appropriate one: (i) The equipment will enhance research operational capabilities of the Institute (ii) Not applicable

7. Required Warranty period: \_\_\_\_\_

8. Whether AMC will be required after expiry of warranty period: **Yes/No/NA**

9. The delivery of the item is required on or before \_\_\_\_\_ (Please Mention date or period)

10. Whether the installation requirements like area, Power, civil works etc are ready - **Yes/No/NA**

If No, expected time by which requirements will be completed \_\_\_\_\_

11. The inspection report of the material shall be sent to stores within \_\_\_\_\_ days after receipt of the goods.

12. The approximate period required for the equipment to become operational from the date of its arrival \_\_\_\_\_

13. The installation/commissioning of the equipment shall be done by:- Indentor/Supplier/ Manufacturer/Indian representative/Authorized agent/dealer/ not required (please tick the appropriate one)

14. The list of available vendors, their complete addresses, past experiences, if any and their websites wherever available.

(please give the names of vendors of comparable reputation and market share):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Signature of the indenter with date

**For Use By Stores**

1. Availability of item in stores : (a) Available (b) Not available (Please tick the appropriate)

Stores & Purchase Asset. \_\_\_\_\_ S.O.(S & P) \_\_\_\_\_

**Verified: Sufficient of fund is available under above mentioned budget head**

**Accountant**

**Department Head**