

ICAR –INDIAN INSTITUTE OF SOYBEAN RESEARCH, INDORE.
PURCHASE INDENT FORM

Name of Division/Section/Farm/Unit :
Name of Scheme/Project :

01.	Name of Goods/Services required	
02.	Detailed specifications/particulars/descriptions of Goods/Services <i>(please attach additional sheet(s) in case space is insufficient)</i>	
03.	Present stock (if applicable)	
04.	Quantity required	
05.	Consumable/Non-consumable?	
06.	Consumption during past one year (in case of consumable item)	
07.	Purpose for which required/ Justification	
08.	Whether provision has been made in Budget? In case of Capital item, Head and Serial Number in approved SFC/EFC document	
09.	Whether the Item is proprietary in nature? If yes then please enclose form as per GFR 166	
10.	Whether the necessary infrastructure exists for (a) installation of the item(s)? (b) storage of the item(s)?	
11.	Any other relevant information	
12.	Approximate Cost	

Recommendations of the
Head /OIC of Division/Section

Indenter's Signature _____

Name _____

Designation _____

Date _____

(Papers attached to this requisition form should bear the signature of the Indenter on each page)

Approval and sanction of the competent authority