

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	YES/ NO
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 _____

Approval and sanction of the competent authority

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