



PURCHASE INDENT FORM (GOODS)

All India Institute of Medical Sciences, Bhubaneswar.

Indent No: _____	Date: _____
(To be Filled By Purchase Section.)	

Details of Indenter/ Indenting Department

Name of Indenter: _____	Designation: _____	Department: _____
Email ID: _____	Contact No: _____	Name of HOD: _____

Requirement: (Please tick)

Fresh	Additional	Repair/replacement	Recurrent EXISTING RC: YES/NO	Any other(Specify)
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CATEGORY OF ITEMS

A. Consumables	Category	(Attach separate sheet. Annex.1)	Pack size/Unit of measurement.	Estimated Cost. (Including GST etc)	
	a. Drugs b. Chemical & Reagents c. Disposable & Consumables d. Office Stationary e. Sanitary f. Repair g. Any other (Please Specify)			Approx. Unit price	Approx. Total cost
B. Assets (Non IT)	Category	(Attach separate sheet. Annex.2.) Note: 1. For high-end equipment 5yr warranty followed by 5yr CMC is desirable. 2. For Medical equipment costing more than 30 Lakhs, Specification need to be vetted by External Experts.	IAC Approval	Yes	No
	a. Equipment b. Instrument c. Electrical items d. Electronic items e. Accessories f. Furniture g. Replacement h. Any other			Estimated Cost. (Including GST, Warranty, CMC/AMC etc.)	
				Approx. Unit price	Approx. Total cost
C. Assets (IT)	Category	(Attach separate sheet. Annex.2.A) (In case of IT Items the Departments will fill the ANNEXURE 2 A only, The IT Section will raise an Indent to S&P after examination of the same)	Estimated Cost. (Including GST, Warranty, CMC/AMC etc)		
	a. Computers. b. Printers. c. Computer Accessories. d. Network devices e. Network accessories f. Software g. Any other (Please specify)		Approx. Unit price		Approx. Total cost

	Yes	NO
GeM Availability:	Attach signed copy of suitable product leaflet from GeM	Attach signed copy of search result, with reasons and justifications. GeMARPTS to be signed by indenter
Availability at central store	YES/NO	Signature of Store Keeper Signature of ASO
Tentative desired delivery period and reasons.		
If research Project. The Duration and Name of the Project and PI, Project ID		
Mode of procurement suggested	GeM.149 I, II,III/ E Tender/Limited Tender/ R.C./ GFR 154/GFR 155/GFR 166 I, III (PAC)*, 166 II Emergency*. *PAC/Emergency format to be attached.	

N.B: Only typed indent without any cutting/over writing will be accepted. No specific Make/Brand to be mentioned other than PAC items.

Signature & Seal of Indenting officer

Signature & Seal of HOD.



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ANNEXURE-1
(CONSUMABLES)

(Drugs, Chemical & Reagents, Disposable & Consumables, Office Stationary, Sanitary , Repair, Any other (Please Specify))

Category:Item:.....

1.	Quantity (Packs)	Pack size	Total
2.	Composition/formulae/Specification And Desired self-life.		
3.	Available stock in hand.		
	Duration to last.		
4.	Indented item duration to last.		
5.	Last 6month to 1year consumption pattern a. If chemical/reagents: Per pack or per kit test done to be mentioned. (Attach separate sheet if required)		
6.	Detail Purpose & Justifications.		
7.	Last purchase details. P.O Number/Quantity/Per Unit Price.		
8.	Estimated cost is based on Budgetary quotations, LPR, or Any other.		
9.	Details of Distribution details if applicable.(Attach Separate sheet if required)		
10.	Details of Prospective Vendors/ OEM etc, (If in RC, mention the details) Any other remarks		

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ANNEXURE-2
(ASSETS)

(Equipment, Instrument, Electrical items, Electronic items, Accessories, Furniture, Replacement, Any other)

Category:.....Item:.....

1.	Quantity	
2.	Detailed Specification (Attach Separate Sheet if Required)	
3.	Details about the life of equipment- /instruments etc.	
4.	Warranty in years. As per requirement	
	CMC in years. As per requirement	
4.	a. Last Procurement Details. (P.O Number/Quantity/Unit Price)	
	b. Number of Same/similar items presently in use	
5.	Detail Purpose & Justifications. (Attach separate sheet if required)	
6.	Budgetary quotations. (Including CMC, Warranty, accessories/attachments etc)	
7.	Details of annual requirement of consumable , accessories, spares and cost thereof, if any.	
8.	Site readiness like area, power, civil works etc.	
9.	Requirement of installation/training (Operational/maintenance) etc	
10.	Details of Prospective Vendors/ OEM etc. (Preferably three) Any other remarks	

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TO BE SUBMITTED TO IT CELL

ANNEXURE-2 A
(ASSETS IT)

(Computers, Printers, Computer Accessories, Network devices, Network accessories, Software, Any other Please specify)

Category:.....Item:.....

1.	Quantity	
2.	Detailed Specification (Attach Separate Sheet if Required) (IT Section to examine the same & Suggest)	
3.	Details about the life of indented item. (IT Section to examine the same & Suggest)	
4.	Warranty in years. As per requirement	
	CMC in years. As per requirement	
4.	a. Last Procurement Details. (P.O Number/Quantity/Unit Price)	
	b. Number of Same/similar items presently in use	
5.	Detail Purpose & Justifications. (Attach separate sheet if required)	
6.	Budgetary quotations. (Including CMC, Warranty, accessories/attachments etc)	
7.	Details of annual requirement of consumable if any.	
8.	Site readiness like area, power, civil works etc.	
9.	Requirement of installation/training (Operational/maintenance) etc	
10.	Details of Prospective Vendors/ OEM etc. (Preferably three) Any other remarks	

Signature & Seal of Indenting officer

Signature & Seal of HOD.