

NATIONAL INSTITUTE OF PLANT GENOME RESEARCH

New Delhi

INDENT FOR LOCAL CHEMICALS, CONSUMABLES & SMALL EQUIPMENTS

Indent No.....

Date

S.No.	Cat. No./ Quotation No.	Description of Article	Make/Supplier	Rate	Qty.	Amount
1						
2						
3						
4						
5						
6						
7						
8						

Head of expenditure NIPGR / Project..... Total.....

1. Certified that item(s) is / are essential for research work and any other substitute will not serve the purpose.
2. Certified that the rates are competitive / lowest rates in accordance with current price list.
3. Certified that the above proposal is recommended after following the prescribed purchase procedure.
4. Certified that the stock in respect of above items is nil / below minimum level.
5. Certified that in case of Project requirement funds are available under the concerned head.

Indent
Name / Signature

Name/ Signature of the
Scientist / Incharge

Total Rupees.....

VAT / Excise Duty (approx.) Rs.....

Total Expenditure..... Payment terms.....

Recommendation of the Standing Purchase Committee

Dr. Alok Krishna Sinha
Chairman

Dr. J. K. Thakur
Member

Dr. Ananda K. Sarkar
Member

Dr. Saloni Mathur
Member

Rakesh Mohan
Member

Rajinder Raina
Member

Recommendation of the Standing Purchase Committee is submitted for approval.

P.S.O.

COA

Director