



भा.कृ.अनु.प. - केन्द्रीय मात्स्यिकी शिक्षा संस्थान
ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION
(Deemed University) (A University Established under Sec. 3 of UGC Act 1956),
Panch Marg, Off. Yari Road, Versova, Andheri (west), Mumbai 400 061
Tel. No. 022-26361446/7/8 Web Site : <https://www.cife.edu.in>



PURCHASE REQUISITION SLIP/ INDENT FORM (B)

(For Purchase of Recurring Nature of Goods)

(Chemicals, Glasswares, Plasticwares and Consumables, etc.)

1.	Name of the Project/ Scheme	ICAR/External		
2.	Name of the Items detailed specifications		Qty. (ml/ltr/gm/ kg,etc.)	Estimated Cost
3.	Detailed justification for Procurement in the Current Financial Year.			
4.	Is it additions to existing stock/ replacement/ new procurement. (Stock available in the Inventory)			
5.	Details of previous procurement (Quantity, Price and Date of Purchase)			
6.	Frequency of usage in a Month/Annual			
7.	Whether the items are Proprietary in Nature. If Yes, please attach relevant certificate			

P.T.O.

UNDERTAKING CERTIFICATE:

I, _____ certify that,

- i. The specifications for the above item is **generalized in a broad-based manner and industry friendly for receiving competitive bids/ quotations** from different sources and also to ensure that the specifications and the allied technical details furnished are complete and correct to meet the user's requirement fully.
- ii. The specification **in terms of quality, type etc. and also quantity of goods to be procured, has been clearly spelt out as per the requirement** (If required may attach separate page).
- iii. The **specification meets the basic needs and doesn't include superfluous and non-essential features.**
- iv. The **demand of goods has not been divided into small quantities to avoid the necessity** of obtaining the sanction of the higher authority with reference to the estimated value of the total demand.
- v. The subject matter of procurement is **objective, functional, generic and measurable and specify technical qualitative and performance characteristics.**
- vi. The requirement is **not for a particular trademark, trade name or brand** (other than RC item).
- vii. It is certified that **due care has been taken in framing the specification and no change will be proposed at any stage after the quotation have been processed.**

Signature of Indenter

Signature of Head of Division/
Officer Incharge/ Incharge

Name : _____
Designation : _____
Date : ____ / ____ / ____

Name : _____
Date : ____ / ____ / ____

*Note: If it will be used for student's research work, may be mentioned clearly and student's contingencies should be utilized for this.

***It is compulsory to fill all the column & details in the above form, otherwise indent will not be accepted/ processed.**