PURCHASE INDENT FORM

NON-CONSUMABLE ITEMS/ CONSUMABLE ITEMS/ SERVICES
(Tick whichever is applicable)

Indent No: iHub/IITJ/2026-27/

1.	Name & Designation of the Indenter	:	
2.	Personal File No.	:	
3.	Office/Project	:	
4.	Project No. & Title (if any)	:	
5.	Budget Head	:	RECURRING ☐ NON-RECURRING ☐
6.	Category of Item	:	SCIENTIFIC ☐ NON-SCIENTIFIC ☐
7.	Nature of Item	:	CONSUMABLE ☐ NON-CONSUMABLE☐
8.	Type of Purchase	:	GOODS ☐ SERVICES ☐
9.	Justification of procurement		<Separate sheet may be including>
10.	Technical Specifications of the Item		☐ Technical specifications attached separately. **Note 1** : Technical Specifications shall :- • Be generic and unbiased. • Not favouring any particular brand, product or Manufacturer. • Include warranty, installation, commissioning, Delivery Schedule, Training(where applicable), AMC/CMC requirements and any other relevant clauses. • Any other Special/additional Terms & Conditions (if required). **Note 2** : The technical specifications shall be duly signed by Indentor

11. Details of items being demanded :

S. No.	Name of the item	Tentative Cost (Rs)	Qty	Amount (Rs)	Date by which item is required (in weeks)	Warranty	Remarks
			Total Cost		including taxes F.O.R. iHub Drishti, IIT Jodhpur		

ESSENTIAL REQUIREMENTS:

A. List all items required separate forms to be filled for consumable & non-consumable items.
B. Technical Specifications of each of the demanded items may be provided on a separate sheet attaching as Annexure to the indent. A soft copy of the specifications may be provided to the Stores and Purchase Section, iHub Drishti Foundation, IIT Jodhpur.
C. The requirement of warranty, maintenance, accessories, spare parts, etc. may also be included in the technical specifications sheet.
D. Availability of such equipment at iHub Drishti Foundation, IIT Jodhpur, if any, as well as justification for the procurement of each item, may be given along with the technical specifications.
E. All necessary infrastructure to support installation/utilization of the indented item/equipment is available and earmarked with the TIH.

(Signature of Indenter)

For Office of Accounts only		
Budget allocation of the Office/Project	:	
Budget utilized	:	
Available balance	:	
Are funds available in the budget head requested by the Project/ Office?	:	Yes/ No
Comments (if any) **Officer-in-Charge (Accounts)**		

For Office of Stores and Purchase only	
CHECKLIST	
1. Budget head specified	Yes/ No
2. Availability of funds endorsed	Yes/ No
3. Specifications enclosed	Yes/ No
4. Justification of items given	Yes/ No
5. Any Deviation (_____)	Yes/ No

MODE OF PURCHASE

Direct Purchase: Scientific (2 Lakhs) ☐ Non-Scientific (50 K) ☐

L1 Comparison through GeM/ Local Market

(Note: If Item not available on GeM, then Local Market)

Scientific (2 Lakhs to 25 Lakhs) ☐ Non-Scientific (50 k to 10 Lac) ☐

Custom Bid on GeM Portal ☐

Repeat Order ☐

Proprietary ☐

(Tick whichever is applicable)

Comments (if any)

Officer-in-Charge (Stores and Purchase)

Constitution of Purchase Finalization Committee (PFC)	
Chairman (PI/CEO/PD/Nominated by Competent Authority)	
Indenter	
Expert 1 (Senior Employee/Nominated by Competent Authority)	
Expert 2 (Honorary Member/Nominated by Competent Authority)	
One Member from Finance Team (Nominated by Competent Authority)	

(Signature of Competent Authority)

PI **(Up to Rs. 2 Lakh)** **Note:** **Non-Recurring: Rs. 2 Lac** **Recurring: Rs. 1 Lakh** **(For Project Purchase)**	**CEO** **(Up to Rs. 2 Lac)** **Note:** **Non-Recurring: Rs. 2 Lac** **Recurring: Rs. 1 Lakh**	**PROJECT DIRECTOR** **(Up to Rs. 10 Lac)** **Note:** **Non-Recurring: Rs. 10 Lac** **Recurring: Rs. 5 Lakh**	**CHAIRMAN** **(Full Power)**