

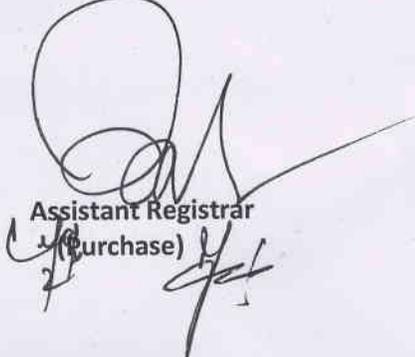


**UNIVERSITY OF KASHMIR**  
**(NAAC ACCREDITED GRADE 'A')**  
**HAZRATBAL, SRINAGAR-190006**

**Circular**

It has been observed that proposals received from various Departments/Centres/Sections/Units of the University seeking authorization of the competent authority for purchase of different items are deficient in many respects, which result delay in granting approval. In order to ensure timely purchase of items, all the HoD's/Directors of Institutions/Centres/Satellite Campuses/Officers should submit their proposals along with the indent, seeking authorization for purchase of any item. The indent format is enclosed as annexure-A.

**By order,**

  
Assistant Registrar  
(Purchase)

**No:F(Indent)Pur/KU/17**

**Dated: 06-06-2017**



# University of Kashmir

## Hazratbal, Srinagar, J&K

### INDENT FOR PURCHASE OF ITEMS

(Note: Indent incomplete in any respect will not be accepted by Purchase Section)

**TO BE FILLED BY INDENTOR:**

Name of Indentor \_\_\_\_\_

Designation \_\_\_\_\_

Name of Department/Section \_\_\_\_\_

Phone No. of Indentor \_\_\_\_\_

Indent No.:.....

Date.....  
(To be filled by the Purchase section)

**Category of Items to be purchased:**

(a) Asset /Non-Consumable/ Consumable (Please specify) \_\_\_\_\_

(b) Fresh/Additions/Replacement (please specify) \_\_\_\_\_ (c) Imported/ Indigenous \_\_\_\_\_

Budget Head of the Account & Financial Year \_\_\_\_\_

Authorization may be accorded for purchase of below mentioned item (s):

S. No.	Name of the item	Detailed specifications of the item (Please use separate sheet, duly signed, if required)	Quantity (Both in words & Figures)	Estimated Cost of each item in Rupees (Including all taxes & duties)	Justification for purchase of item (s)

(Note: If the space provided in the table above is not sufficient, please use separate sheet duly signed).

1. Certified that the specifications are complete and correct to meet the requirement fully.
2. The estimated cost of indented items is based on: (A) Budgetary quotation (B) On previous purchase basis (C) Purchases made by other organization (D) Prices available on website/Price list. (D) Any other (Pl. specify) \_\_\_\_\_
3. The purpose, end use and summary of the functions of the indented equipment/item (s) is/are \_\_\_\_\_
4. Justification for purchase of additional unit of equipment, in case the item is already available in department/office (to justify duplication of items) \_\_\_\_\_
5. If replacement of existing item is proposed, working condition of the existing item, buy back arrangement is available or can the purchases be made on buy back mode \_\_\_\_\_
6. Required Warranty Period : \_\_\_\_\_
7. Whether AMC will be required after expiry of warranty period: \_\_\_\_\_ Yes/No/NA
8. The delivery of the item is required on or before \_\_\_\_\_ (Please mention date or period).
9. Whether the installation requirements like space, power, civil works etc. are ready- Yes/No/NA  
If No, expected time by which requirements will be completed \_\_\_\_\_
10. Installation/commissioning of the equipment shall be done by:- Indentor /Supplier / Manufacturer/Indian representative/Authorized agent/dealer/Not required (Please tick the appropriate one).
11. Are the sufficient funds available under the relevant budget head (Please specify) \_\_\_\_\_ Yes/No

(Signature & Seal of the Indentor with date)

(Signature & Seal of HoD/Controlling Officer)

**Endorsement of Departmental Local Fund Committee** (The proposals submitted by Departments/Centres/ Directors of Satellite Campuses should be endorsed by the Departmental Local Fund Committee).

The Departmental Local Fund Committee certifies that the above mentioned items are required by the department and the specifications are complete and correct to meet the requirement fully. It is further certified that the items are not available in stock. Sufficient funds are also available under the budget head \_\_\_\_\_ and the purchase of the items can be made from the budget head mentioned.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

**Clearance from Budget Section/Development Section:** Certified that sufficient funds are available under the budget head \_\_\_\_\_ for the financial year \_\_\_\_\_ -and the purchase of above items can be made under this budget head.

**Signature & Seal of Joint/Dy./ Assistant Registrar (Budget/Development)**  
**Date:**

**Note:** In case the purchases are to be made from the 'Local Fund' of the Department/ Centre/Satellite campus then clearance from Budget/Development Section is not required.

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