



भारतीय प्रौद्योगिकी संस्थान इंदौर  
**Indian Institute of Technology Indore**  
 सिमरोल, खंडवा रोड, इंदौर-453552  
**Simrol, Khandwa Road, Indore- 453552**  
 Tel.: 0731-6603551,3369, Email: [mms@iiti.ac.in](mailto:mms@iiti.ac.in)



**Format for Purchase Indent under GeM**  
**(Direct Purchase through GeM for Rs. 1 to Rs. 25,000/-)**

**Indent No. ----- Date: -----**

**Department/Division:** \_\_\_\_\_

**Name of Indentor:** \_\_\_\_\_ **Designation:** \_\_\_\_\_

**Indent Approving Authority:** \_\_\_\_\_

01. **Type of Indent:** (a) Equipment/Assets (b) Consumable (c) Services (d) Others  
 (Tick the Option)

02. **Budget Type.** (a) Plan (Institute) (b) Non-Plan (c) Departmental  
 (d) Project funded by: \_\_\_\_\_ (e) Other (Specify)- \_\_\_\_\_  
 (Tick the Options)

03. **Total Estimated Cost in INR** (based on budgetary quotes): INR-----**(In Words-** \_\_\_\_\_  
 \_\_\_\_\_)

**04. Specification/s:**

Sl. No	Item	Nomenclature/Description of the item	Quantity	Unit	Estimated Cost	Remarks(Teaching/Research/Other)

05. Purpose of the requirement with complete need justification indicating Teaching/Research/facility/other requirements (separate sheet may be attached)

**06. Expected Delivery Terms**

**a. Delivery Period:**

**b. Venue (Point of Destination and Installation) :**

**c. Contact person details like mobile no. & Email etc.**

07. Any others requirement such as installation/Commissioning/Warranty/PDI/Training etc. :

08. Login date \_\_\_\_\_ time \_\_\_\_\_ ( Login time 09.30AM to 5.30 PM, MON-FRI)

09. Name of representative to finalize the item through GeM on non –availability of user/ Indentor \_\_\_\_\_

*Certified that the Specification of this Indent are Generic and broad based without having any Restrictive Parameters to suit any particular Source of Supply.*

**Signature of the Indenting Officer with date**  
**(Name & Designation, Contact details)**

**Signature of the Indent Approving Authority**  
**Name & Designation)**

**FOR USE BY ACCOUNTS/ R&D**

Availability of Fund in the Budget:

<b>Allocated Budget</b>	<b>Total Commitments till date excluding this indent</b>	<b>Available fund for this indent</b>	<b>Balance Available</b>	<b>Remarks</b>

Dealing Assistant

FAS / R&amp;D

To  
JR-MM

Note :  
On finalization of item & acceptance of the same by user the item will be locked/ booked for sanction. The price booked will remain booked for 05 days for initiative approval offline.