

INDENT FORM

FOR STATE GOVERNMENT INDENTORS, QUASI-PUBLIC BODIES & OTHER STATE OWNED CORPORATION ETC.

[Note: Separate indents should be prepared for different categories of stores. Indents are required to be submitted in triplicate]

ORIGINAL/DUPLICATE/TRIPLICATE

INDENT ON THE DIRECTOR GENERAL OF SUPPLIES & DISPOSALS (MIS SECTION), NEW DELHI/DIRECTOR OF SUPPLIES & DISPOSALS, CHENNAI/KOLKATA/MUMBAI FOR STORES REQUIRED FOR PUBLIC SERVICES

- | | | |
|---|---|-------|
| 1 | Indentor's Indent No. | Dated |
| 2 | a) Indenting Department
b) Name of the State Govt./Quasi-Public Body/State Owned Corporation etc. | |
| 3 | a) Telegraphic Address
b) Telephone No.
c) Postal Address | |
| 4 | Certificate of authority to purchase
a) Special certificate to be filled in by the indentors who have not given a general authority to a purchaser to enter into contract on their behalf. | |

Officers of the DGS&D, empowered to enter into contract on behalf of the President of India, are authorized to enter into a contract for the purchase of stores detailed in this indent on such terms as they consider suitable in the name and on behalf of the *

Signature of the Indenting Officer

- b) Special certificate to be filled in by the indentor on whose behalf a general authority for entering into contracts has not been delegated to a purchaser.

Officers of the Directorate General of Supplies & Disposals empowered into contract on behalf of the President of India are authorized to enter into a contract for the purchase of stores detailed in this indent on such terms as the Directorate General of Supplies & Disposals consider in the name and on behalf of *

Signature and Designation

- * The exact nomenclature to be adopted in the contract according to the law or convention of the State or the correct statutory name of Local Body concerned should be stated here.
- N.B. 1 The certificate should be signed by a duly authorized person under seal, if required. Local Bodies under jurisdiction of the Government of Bombay, Uttar Pradesh, West Bengal, Assam and Madhya Pradesh are required to sign this certificate unless they have already furnished a general authority to the purchaser on the subject. as these Governments have not permitted the Directorate General of Supplies & Disposals to enter into contracts on behalf of Local Bodies in the name of the Governor. The certificates from Local Bodies in Assam should be on non-judicial stamp paper of Re. 1, from Bombay of Rs. 2, from Uttar Pradesh of Rs. 2.50 p and other cases of Rs. 1.50p.
- N.B. 2
- 5 Whether inspection to be carried out by the indentor?

- 6 (i) Has the certificate of funds on the last page of this form been filled in or is a Treasury Receipt/Demand Draft attached to cover the cost of stores and Departmental fees?
 In the case of stores debitable to Government Funds the certificate on last page should be completed. In the case of stores required to be purchased on behalf of Local Funds authorities, a Treasury Receipt/Demand N.B. Draft for the estimated cost of stores plus Departmental fees should accompany the indent. In the case of Local Funds authorities, over whom Government retains complete and direct control, however, advance deposits are not necessary, but the certificate of funds on last page should be signed.
- (ii) If exempted from advance deposit, please quote authority for such exemption.
 Designation of the Accounts Officer to whom the cost of
- 7 the stores and departmental fees (where leviable) should be debited
- 8 a) Major, Sub-Major and Minor Head of Account to which cost is debitable
 b) Is the expenditure voted or charged?
 In the case of purchase of stores involving foreign exchange, has the requisite allotment of foreign
- 9 a) exchange been sanctioned by the competent financial authority?
 b) If so, the no. and date of financial sanction may be quoted.
 c) Also indicate reference of Dev. Wing for clearance of stores from indigenous angle.
 Any indent which is not properly filled and is not complete in all respects e.g. reference to relevant specifications like ISI/IRS and drawings and vocab numbers and/or not accompanied by suitable paper particulars/specifications N.B. details etc. is liable to be returned to the Indenting officer without being complied with. Wherever possible, the end use should also be specified.
- 10 In case of propreitory stores, a propreitory article certificate in the following form should be furnished:-

PROPREITORY ARTICLE CERTIFICATE

The equipment/stores wanted is manufactured by Messrs.

- i) _____ . No other make is acceptable for the following reasons:
 ii Approval of the Director/Head of the Department/Head of the Department or his nominee has been obtained.
 iii) The Integrated Financial Advisor has concurred in the proposal.

Signature of the Indentor

 Designation

Date _____

- 11 a) Plan/non-plan scheme
 b) Sector of use
 c) Capital/Maintenance (i.e. whether goods ordered for a new capital formation or replacement)

Item No.	*Description of Articles (Give complete details and particulars to facilitate proper identification of the articles by the trade)	Specification/ Drawing No. or other particulars & actual use to which the stores will be put to guide supply	Acctg. Unit	Number or Quantity	Estimated Cost		Date of delivery	Consignee & Designation	1. Previous reference:	Remarks
					Rate per Unit	Total				
1	2	3	4	5	6	7	8	9	10	11

* In case the items are given in a separate schedule, such schedule should be signed by the indenter and the No. and date of the indent indicated on the top of that schedule.

** Alternatives not applicable to be scored out

FINANCIAL CERTIFICATE

Note: In the case of stores debitable in Government Funds, the certificate below should be completed.

* USUAL FORM

(a) When funds are available	I certify that the expenditure involved has received the sanction of competent financial authority and that Funds are available under the proper Head in the sanctioned budget allotment of the indenting Department for the year 20 - 20 .
(b) For stores which are to be purchased and paid for before funds are allotted	I have been authorised by Government to incur liability in respect of the stores indented for the funds herein, in anticipation of funds being provided for the same during the year 20 - 20 .

Indenting Officer .

Controller of Stores, _____
Railway

Further alternative special form for P.W.D. Authorities only

I certify that the sanction of the competent financial authority has been applied for, the expenditure involved which is being procured in anticipation of sanction under paragraph # /of \$ the Central Public Works Department Code against the estimates for the year 20 - 20 .

Indenting Officer _____

- * The alternative not applicable to be scored out.
- # In the case of State Governments, reference should be given here to the relevant paragraph of the State, if any.
- \$ Here mention the name of the State concerned, if there is a separate code for the State. In case State follows the Central Public Works Department Code, Para 51 and the word 'Central' should be mentioned against # and \$.