



Dr. Rajendra Prasad Central Agricultural University
Pusa, Samastipur, Bihar - 848125

INDENT FORM

To,
Procurement Officer
Procurement Cell
RPCAU, Pusa

Indenting Unit: -----,

Indent No.:-----,

Indent Date:

Sl. No.	Complete description of items. Use separate sheet, if required (Do not mention make and model unless it is a proprietary item)	Existing Stock of Indented Items on date	Quantity Required	Purpose/ justification of Purchase	Estimated Units price, INR	Estimated Total cost , INR
Total Estimated Cost in words & figures						

Budget Details: In the Unit for FY-

Sl. No.	Unit Name/ Project No.	Budget Head GIA(Capital)/ GIA(Revenue) /Other	Amount Sanctioned INR	Amount Spent INR	Amount Available INR

Indenter Certificate:

- (i) The specification given above are to meet the basic needs of the Department and are without including superfluous and non-essential features which may result in un warranted expenditure. The specifications are broad-based to the extent feasible. Efforts are made to use standard specifications, which are widely known to the industry, and do not have any restrictive parameter to suit a particular bidder.
- (ii) Also, certified that I have checked the Indent and further certify that details and specifications of all accessories/add-ons/power supply/software required for installation /operation of indented item, have been indented in this indent.

(Indenter)

Certified that Allocation exists for the above Amount	Administrative Approval Granted
Concerned Finance Officer HoD of Unit	Competent Authority (sign & seal)

Observation & Recommendation of P.O. for further necessary action:

Handwritten signature