

# Indent Form

**CENTRAL UNIVERSITY OF TAMIL NADU**  
**THIRUVARUR – 610 005**



**Indent Number:** CUTN/\_\_\_\_\_/20\_\_\_\_ - \_\_\_\_ / \_\_\_\_  
(dept.) (Fin. Yr) (Num)

In case of projects, abbreviation for dept. shall be replaced by PRJ-xyz (xyz = project number)

**Indent** : \_\_\_\_\_

**Dept./section** : \_\_\_\_\_ **School:** \_\_\_\_\_

**Nature of Expenditure:** \_\_\_\_\_

(other than sponsored projects/ seminars/ workshops, indicate whether expenditure comes under

**a) consumables b) Assets / Accessories c) Maintenance & services**

- I. Requirement** (use annexure if required; Budget Head is applicable for sponsored projects, others may ignore)

Sl. No.	Short description of the item	Budget Head	Estimated cost	Annexure details

(Provide separate sheet for detailed description)

- II. Current Stock Position in case of similar assets (use annexure if required)**

Short description of the item	Quantity	Cost of the item	Date of Purchase	Date of Installation / Commissioning	Stock entry Details

- III. Details of Maintenance work/ services carried out (if applicable; and use annexure if required)**

- IV. The installation requirements like area, power, civil works etc. are ready Yes/ No (provide details if applicable)**

**(tick whichever is required; Please ensure information against selected S.No's are provided)**

1. Sanction may be accorded as the items are under University Rate Contract and intender may be permitted to issue PO
2. Sanction may be accorded and LPC may be constituted
3. Sanction may be accorded as the item is proprietary of nature
4. Sanction may be accorded and purchase section may float the tender

**1.0 Name of Suppliers under Rate Contract in this proposal**

**2.0 The following members may be considered for constituting LPC under this proposal.**

(Intender, Purchase Nominee and Finance Nominee will be part of the committee, please suggest names other than the three mentioned above.)

2.1

2.2

**3.0 Certified that to the best of my/our knowledge, the items indented are the proprietary item of M/s \_\_\_\_\_ and is marketed by their only authorized distributor M/s \_\_\_\_\_ in India. We shall be held responsible in case the certificate is found to be incorrect.**

Member 1

Member 2

Indenter

**4.0 The list of available vendors, their addresses and websites wherever available (provide annexure, if applicable)**

4.1

4.2

4.3

Signature of the intender

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The proposal is recommended and forwarded for further action. (Include other comments if required.)

(Head of the Department / section)

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The proposal is recommended and forwarded for further action. (Include other comments if required.)

(Dean / section Head)