

IISER BHOPAL
(REQUISITION FORM FOR IMPORTED ITEMS)
(IN TRIPLICATE)

DEPARTMENT _____
INDENTOR'S NAME _____
Emp. Code No. _____
TEL. NO _____

REQUISITION NO. _____
Date _____

MODE OF SHIPMENT _____

Consumable _____ Non Consumable _____ LTAS _____

PARTICULARS OF GOODS REQUESTED FOR IMPORT:

SNo	Catalogue No.	PARTICULARS/DESCRIPTION OF THE ITEMS AS GIVEN IN QUOTATION/INVOICE OF THE SUPPLIER (USE CAPITAL LETTERS)	Qty	COUNTRY OF IMPORT	VALUE IN FOREIGN CURRENCY USD	VALUE IN INDIAN RS.
1.						
2.						
3.						
4.						
5.						

SUPPLIER'S ADDRESS FULL ADDRESS (IN CAPITAL LETTERS)	LOCAL AGENT'S FULL ADDRESS (IN CAPITAL LETTERS)

INDENTOR/HOD

DIRECTOR
(Signatures with date of approval)

Enclosures:-

1. Proforma Invoice (three copies) valid for 60 days.
2. List of goods (6 copies)
3. End use certificate, NMC, Proprietary certificate
4. Check list duly signed

NON MANUFACTURE IN INDIA CERTIFICATE (N.M.C.)

To the best of my knowledge the required material _____

As per requisition no. _____ dated _____ is not manufactured in India and its

Equivalent substitute is also not available in India which can serve our purpose.

Further I have also referred following books which are available in Dean (R&D) office and confirmed that the required items in the said indent are not manufactured in India.

- 1 Hand book of indigenous manufactures (Chemical and miscellaneous stores) published by India Investment Centre, New Delhi.
- 2 Hand book of indigenous manufacturers (Engineering stores) published by India Investment Centre, New Delhi.
- 3 Directory of Scientific Instrument Investments
- 4 Components manufactured in India published by CSIO, Chandigarh.

Signatures, Head of the Department/Director
Office seal & Date

Signatures of the indenter
office seal & date

PROPRIETARY CERTIFICATE

I hereby certify to the best of my knowledge and belief that the stores indented for are of proprietary nature and dealers are M/s _____

The requirement of the department will not be met by any substitute stores due to the following reasons:

1-----

2-----

This is against purchase indent No -----

Dated -----

Signatures , Head of the Department/Director

Office seal with

Date

Signatures of the indenters

Office seal

Date

END USE CERTIFICATE FORM

This is to certify that the material (name of the material).....

..... supplied by

(name of the supplier).....

will be used for the Institute Research /Lab./Educational purposes only at

Indian Institute of Science Education and Research, Bhopal (INDIA).

Signature of the Indenter

Name of the Indenter :

Designation :

Office Seal :

Date :

CHECK LIST

IN CASE OF IMPORTED ITEMS PURCHASED THROUGH IMPORT SECTION, STORE & PURCHASE SECTION, IISER BHOPAL

1. Budget provision clearly mentioned for budgetary control.
2. Indent is approved by competent authority.
3. The Quotation has been signed by the Indenter/HOD/Committee members, if any.
4. Certificate relating to NMIC (Non manufacturing in India) is attached.
5. Proper justification given if single offer (quotation) is considered.
6. Valid authorization letter from Principal Supplier in favour of Indian Agent attached.
7. Agency Commission has been specifically mentioned which is to be paid in Indian Currency.
8. The guarantee period of equipment has been specified.
9. The quotation is valid for 60 days from the date of submission.
10. The provision for partial shipment is being contemplated, if so, the same is not acceptable.
11. Insurance is being arranged by institute, if so, please mention that clause in the enquiry.
12. The quotation value is in Foreign Currency.

Signature, Head of the Department/Director

Office seal

Date

Signature of the Indenter (s)

Office seal

Date