

	ICAR– Central Institute for Research on Goats, Makhdoom, Mathura		Doc. No.: CIRG/IS/33
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**INDENT FORM FOR PURCHASE OF GOODS THROUGH RATE CONTRACT**

1.	Indented Items	<b>Animal Feed/ Chemicals/ Glasswares/ Plasticware/ Scientific Services/ Consumables/ Printing/ others..... (Whichever is applicable)</b>
2.	Head of Account (Institute Head/ Project Name)	
3.	Name & Designation of the Indenter	
4.	Division/ Unit/ Centre	
5.	Details of the Items required with quantities	<b>Detailed with dated signature enclosed as Annexure “A”</b>
6.	Purpose/ Justification for the Indented items	
7.	Approx. Financial Involvement	
8.	Any other details	

Certified that:

- a. The Indented items are not available in the stock/ are to be exhausted soon and are required for immediate usage.
- b. The Indented items shall be entered into the Divisional/ Sectional register and due records for usage/ consumption shall be maintained.
- c. The Indented items shall be utilized only for the purpose for which they have been indented.
- d. In case of outsourcing of sequencing/ scientific services, a copy of the sequencing data obtained from the firm/ agency shall be deposited with the PME cell and certification of the PME cell that the data has been received shall also be taken on the bill.
- e. In case of project, the Indented items are directly related with the core activity of the project.

**Recommended & forwarded**

**(Dated Signature of the Indenter)**

**(Dated Signature & name of the concerned in-charge)**

