

Standard Operating Procedure for an Indent Filling

An indent is to be filled for buying / purchasing any type of items / material which can be bought from any supplier.

The indent form is common for all types of purchases and the following point wise guidelines will help to fill in indent form as per Sr. No. given in the format.

Sr. No. 1. Capital / FF / Consumable

Capital

If an item, to be purchased, is costing more than Rs. 10,000/- and has a working life of five years or above, should be treated as Capital e.g. Equipments, Machines, Appliances, etc.

FF (Furniture & Fixture)

Items taking in this category are table, chair etc. which will be listed in the IMD F&F register.

- Items in the category of capital/ff once purchased need a signature of person drawing the item, in the IMD Cell register, as a holder.

Consumables

The items not falling in the above two categories are treated as consumables.

2. **Mode of Purchase**: The indenter has to specify the mode, based on his requirement which are as under :

- CP (Cash Purchase)** – Items which are urgently required and costing within delegated limits can be purchased under this category. This is one time requirement and not frequently purchased. The items under cash purchase mode should be purchased in your professional area only. Indents for same/similar items forming any assembly unit should not be split into multiple indents just to procure the items through cash purchase avoiding regular purchase procedure.
- LT (Limited Tender)**- Enquiries will be sent to as many as possible parties to give wide scope and get desired items with economy measures. Indenter can suggest name of parties based on their knowledge. Purchase section can add few more and send enquiries. If enquiry to be restricted to only few identified vendors, indenter has to write justification for the same and get approval of competent authority viz. Dean NCRA / DEAN GO / CD.
- PT (Public Tender)** – Advertisement in newspapers is to be made where item /service to be procured is costing Rs 25 lacs and above. However items can also be procured through single or limited tender by observing the procedure mentioned in TIFR purchase guidelines.
- SQ (Single quote)** – This is required when a particular item is to be bought from only one specific party. This requires enough technical justification in a separate certificate called Single Quote cum Proprietary Certificate, duly approved by the competent authority to be enclosed with indent.
- PI (Proprietary items)** – If items are of proprietary nature viz. Godrej, HCL, Voltas, etc to be bought from one of their authorized distributor/dealer, technical justification on Single Quote cum Proprietary Certificate duly approved is to be enclosed with the indent.
- IMPORT** – Please tick this if an item is to be bought from abroad from manufacturers or their distributors /selling agents in abroad or in India. Payment for such items will be made in foreign currency by way of foreign demand draft /TT /LC. Please refer to the SOP made for import purchases for procedure involved for imports after placing order.

3. **End Use** - The usage / need of the item to be purchased is to be mentioned clearly. Where it would be used and purpose to be mentioned in brief. This especially require for imports where vendor insist for furnishing end use details in their prescribed format to get export clearances in their country.

4. **Budget Head** – Each section has been allocated certain budget heads (plan / non plan) under which money is to be spent. After consulting the GC, this should be mentioned.

5. Place of delivery - As per requirement delivery at GMRT Khodad or at NCRA Pune is to be mentioned correctly. This will avoid unnecessary handling, documentation, octroi etc.

6. a) Item Code – If this material has been purchased earlier, please provide previous purchase details and item code if available.

b) Description of items – detailed description of items to be specified including technical specifications, make and model no, size, etc. based on requirement. Use separate sheet if required attach print out from web page .

c) Unit of measurement – This is to be mentioned such as numbers, Kilograms, Meters, Litres, dozens, etc. depending on your items.

d) Quantity – Exact quantity required to be mentioned.

e) Please get a ‘stock available /not available’ endorsement from the Stores at Khodad / Pune.

7. Name, designation, ID Number of Indenter is to be mentioned.

8. Approximate Cost – Based on the quantity, this amount can be mentioned (after consulting the GC). For imported items, please put the approx. amount in appropriate foreign currency.

9. Enquiries to be sent to: Enquiries are to be sent as many parties as possible by Purchase (min 7). If item to be bought on limited tender, Indenter can suggest names of parties based on their knowledge and Purchase section can add few more and send enquiries. However, depending on urgency the number of enquiries can be limited to few parties to avoid delay in procurement, subject to approval of the competent authority i.e. DEAN GO/Dean NCRA/CD for a special case.

a) For cash purchase – Not required.

b) For Limited Quotes / Tenders :- Please suggest names of known parties from your knowledge. Purchase section can add more vendors and will send enquiry.

c) For Public Tender – Notices if any to be sent to any party/parties inviting their attention are to be specified.

d) For single quote – please mention the name of the vendor with full address, email, phone, fax No. etc. technical justification. A single quote cum proprietary certificate duly approved by the competent authority is to be enclosed.

e) For Proprietary Items - When item/items to be procured are proprietary in nature, please fill in single quote cum proprietary certificate duly approved and enclose with the indent.

10. Special Instructions if any – Ex. (a) Enquiry should not be sent to M/s. (b) Supplier has to submit one number sample etc.

11. Material Required Days – Please mention the time scale / period when you want to have the material.pl consider the total lead time required in procuring the items

12. Indenters Sign / date – Please sign and put the date.

13. Recommending Authority – Forward your indent to your Reporting Officer for recommendation. If the Recommending authority is the approving authority, please sign in the particular column.

14. Approving Authority- As sub-delegated by the Centre Director, they will approve indents raised in their professional area and put the date.

General:-

1. Indents in the absence of concerned Group Co-coordinator, can be forwarded to the Dean GO / Dean NCRA for approval.

2. Items required for someone else, not in your professional area, etc. can be forwarded to the Dean, GMRT Observatory for approval.

3. Completed indents can be sent to Purchase for further processing along with all relevant certificates/Estimates wherever required.

4. When list of items to be procured is big and an item is having detailed technical specifications etc, please send soft copy of the same to purchase section.