

**** PLEASE MAKE ALL ENTRIES IN CAPITAL LETTERS. ****

(IN TRIPLICATE)

REQUISITION FORM FOR IMPORTED ITEMS THROUGH IMPORT SECTION.

DEPARTMENT _____ REQUISITION NO. _____ Date _____

INDENTOR'S NAME _____ PF NO. _____ TEL. NO. _____

SOURCE OF FUND : *in case of account* one (I) NAME OF DEPT. _____ budget.des. _____

SOURCE OF FUND : *in case of account* two (II) PROJECT NO. _____ budget.des _____

MODE OF SHIPMENT _____ Consumable _____ Non Consumable _____ LTA _____

PARTICULARS OF GOODS REQUESTED FOR IMPORT :

S . N O . .	PARTICULARS/DESCRIPTION OF THE ITEMS AS GIVEN IN QUOTATION/INVOICE OF THE SUPPLIER (<i>USE CAPITAL LETTERS</i>) Quotation No. _____ Date _____	Q U A N T I T Y	COUNTRY OF IMPORT	VALUE IN FOREIGN CURRENCY	VALUE IN INDIAN RS.
1					
2					
3					
4					
5					
6					
7					
8					
9					

TOTAL FOB VALUE = _____
 TOTAL CIF/C&F VALUE = _____
 DISCOUNT IF ANY = _____
 AGENCY COMMISSION = _____
 FREIGHT = _____
 INSURANCE = _____
 Other details /charges if any = _____

SUPPLIER'S ADDRESS
(FULL ADDRESS IN CAPITAL LETTERS)

LOCAL AGENT'S FULL ADDRESS
(IN CAPITAL LETTERS)

INDENTOR/HOD/PROJECT INT.

APPROVED BY

- Enclosures :-
1. proforma invoice (three copies) valid for 60 days.
 2. list of goods (6 copies)
 3. end use certificate, NMLC, Proprietary certificate
 4. check list duly signed.

DORD/DY. DIRECTOR/ DIRECTOR
 (Signatures with date of approval)

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 is 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. and Components manufactured in India published by CSIO, Chandigarh.

Signatures , Head of the Department
With Office seal & Date

Signatures of the indenters
with office seal & date

PROPRIETARY CERTIFICATE

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

And 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
With Office seal
Date

Signatures of the indenters
with office seal
Date

CHECK LIST

IN CASE OF IMPORTED ITEMS PURCHASED THROUGH IMPORT SECTION, CENTRAL STORES, IIT KANPUR.PLEASE ANSWER YES/NO.

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

Signatures , Head of the Department
With Office seal
Date

Signatures of the indenters
with office seal
Date

