**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 :

<table>
<thead>
<tr>
<th>S. NO.</th>
<th>PARTICULARS/DESCRIPTION OF THE ITEMS AS GIVEN IN QUOTATION/INVOICE OF THE SUPPLIER (USE CAPITAL LETTERS)</th>
<th>QUANTITY</th>
<th>COUNTRY OF IMPORT</th>
<th>VALUE IN FOREIGN CURRENCY</th>
<th>VALUE IN INDIAN RS.</th>
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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

DORD/DY. DIRECTOR/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, NMLC, 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 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

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PROPRIETARY CERTIFICATE

I hereby certify to the best of my knowledge and belief that the stories 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                               Signatures of the indenters
With Office seal                                                with office seal
Date                                                            Date