



INDENT CUM ADMINISTRATIVE APPROVAL SHEET

1. Name of the Section/Department :.....
2. Item required (without Brand Name) :.....
3. Details specification of the item required
(Without mentioning the brand name) :.....
.....
.....
4. Link for GeM (if available) :.....
(Attach a certified copy)
5. Purpose/Justification :.....
6. Quantity (Approx.) :.....
7. Cost (Approx.) :.....
8. Budget Head (4/5) : Institute Head Project Head
- If Project,**
Name of Project :.....
- Budget Sub Head :.....
- Additional Information (If any) :.....
9. If item is proprietary in nature :.....
(Attach Certificate as per enclosure) (4/5) : Indenter Certificate Supplier Certificate

- i. Signature:.....
- ii. Name of Person Requesting.....
- iii. Department /Section

Forwarded by:

Name & Signature of HoD/PI:.....



ATAL BIHARI VAJPAYEE–
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT, GWALIOR
(An Institute of National Importance under Ministry of Education, GoI)

Proprietary Article Certificate (by Indenter)

Valid for the Current Financial Year

File Number and Date Reference		
1	Description of Article	
2	Forecast of quantity/annual requirement	
3	Approximate estimated value for above quantity	
4	Maker's name and address	
5	Name(s) of authorised dealers/stockists	
6	I approve the above purchase on PAC basis and certify that: -- Note- Tick to retain only one out of (b), (c-1) or (c-2) whichever is applicable and cross out others. Please do confirm (a) by ticking it – without which PAC certificate will be invalid.	
6 (a)	This is the only firm who is manufacturing/stocking/publishing this item. AND	<input type="checkbox"/>
6 (b)	A similar article is not manufactured/sold by any other firm, which could be used in lieu OR	<input type="checkbox"/>
6 (c-1)	No other make/brand will be suitable for following tangible reasons (like OEM/ warranty spares): OR	<input type="checkbox"/>
6 (c-2)	
6 (c)	No other make/brand will be suitable for following intangible reasons (if PAC was also given in the last procurement cycle, please also bring out efforts made since then to locate more sources): OR	<input type="checkbox"/>
7	Reference of concurrence of finance wing to the proposal

History of PAC purchases of this item for past three years may be given below:

Name of Supplier:			
Order/Tender Reference & Date	Quantity Ordered	Basic Rate on Order (Rs.)	Adverse Performance Reported if Any

Name Signature of the Indenter

Date.....