

DETAILS OF THE INDENTED STORES
Stores of allied nature/category should be requisitioned in one Indent,
Stores of different categories should be indented for separately.

Sr. No.	Name of stores	Number or quantity in metric system	Detailed Specifications In metric system along with drawings and samples, if necessary	Date of delivery if delivery is required by installments dates of monthly or weekly installments	Estimated value of each stores	Purpose for which required	Probable sources of supply if known	Whether stores are of imported nature. If so, would it be possible to secure import licence and foreign exchange	In case of imported stores it may be certified that the substitutes thereof are not manufactured indigenously	Whether the Institution has been exempted from payment of custom & Excise Duties. If so certificate to the effect may be recorded	Whether the good indented are of fragile nature and are to be insured	Address of consignees with dispatch instructions
1	2	3	4	5	6	7	8	9	10	11	12	13

Certified that the expenditure involved has received the sanction of Competent Authority and expenditure will be debited to Major Head _____ Minor Head _____

No.

Forwarded to the Director, Supplies & Disposals, Haryana for arranging supply .

Signature of the Indenting Officer

FORM SP-8

(referred to in para 6.1)

INDENT FORM FOR PURCHASE OF STORES IN ONE LOT

SEPARATE INDENTS IN DUPLICATE SHOULD BE FORWARDED FOR EACH CATEGORY OF STORES.

INDENT ON THE DIRECTOR SUPPLIES AND DISPOSALS, HARYANA CHANDIGARH

Indent No. _____ Dated _____

Indenting Department _____

Telegraphic address _____

Reference to any previous correspondence in connection with the purchase of the articles included in this indent.

CERTIFICATE OF AUTHORITY TO PURCHASE

I hereby authorize the Director Supplies & Disposals, Haryana to purchase the stores detailed in this indent on such terms and conditions as he considers suitable.

Signature & Designation of the Indenting Officer.

- Note:-1. The certificate is to be counter signed by the competent officer if the officer signing the indent is not authorized to place indent.
2. Local bodies under the jurisdiction of the Government of Haryana unless they have already furnished a general authority to the Director of Supplies & Disposals Haryana on the subject should sign the following certificate.

I hereby authorize officers of the Directorate of Supplies and Disposals, Haryana, to enter into a contract for the purchase of stores detailed in this indent on such terms and conditions as they consider suitable in the name and behalf of the * _____

Signature and Designation
Of the Officer Signing the Indent

*The exact nomenclature to be adopted in the contract according to the law or convention of the State or the statutory name of the local body concerned should be stated here and the certificate should be signed by a duly authorized person by a seal if required.

HEAD OF THE ACCOUNT TO WHICH THE COST IS DEBITABLE

Major Head _____

Minor Head _____

Sub Head _____

Store to be consigned to :-

1. Designation of the Consignee.
2. Railway station (Please mention the shortest route to that station).
3. Postal Address.
4. Telegraphic Address.

STORES TO BE BOOKED TO :-

1. By goods/passenger train.
2. At owner's/Railway Risk.
3. Duly insured or not.
4. Freight paid/to pay.

Inspection to/not to be carried out by the consignee before dispatch.

Railway Receipt to be sent to (give full address)

If Railway Receipts to be sent through the bank indicate the name of the bank Preferred.

Any special instructions.

FINANCIAL CERTIFICATE

(Usual Form)-

- (a) I certify that the expenditure involved has received the sanction of the competent authority and that funds are available under the proper head in the sanctioned budget allotment of this Department for the current financial year. Certified further that the purchase of stores detailed in this indent has been authorized by the competent authority and the stores are required in the interest of public service.

Signature of the Indenting Officer.

Dated

(Alternative form)-

- (b) N.B. This certificate is to be signed when the stores are to be purchased and paid for before funds are allotted.

I certify that the expenditure involved has received the sanction of the competent authority and that I have been authorized by the Government to incur liability in respect of stores indented for herein in anticipation of funds being provided for the same.

Indenting Officer.

Dated _____

(Alternative form)-

- (c) N.B. This certificate is to be signed when indent is placed in anticipation of the sanction.

I certify that the sanction of the competent authority has been applied for, for the expenditure involved which is being incurred in anticipation of sanction.

Signature of the Indenting Officer.

Dated _____

N.B.- Supply orders for stores included in the indent, indent with certificate (Alternative form) will not be placed unless sanction of the competent authority is received.