**Annexure-II**

# CENTRAL UNIVERSITY OF PUNJAB

**(Item Details for ARC Purchase)**

**Name of Indenter : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Description of Consumables (Chemical/Reagent/Glassware/Plasticware)** | | | |  |
| **Name of the Item/**  **Consumables** | **Make** | **Catalogue No.** | **Qty.** | **Price** |
|  |  |  |  |  |  |

Certified that the above mentioned item details mentioned are strictly in accordance with the applicable price list of the vendors empaneled for ARC purchase provided by the purchase section.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of Indenter)

HOD

Dean

**Central University of Punjab**

Annexure-III

ARC Purchase Indent Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Particulars** | **Details** | | |
| 1 | Name of Indenter |  | | |
| 2 | Department/Centre |  | | |
| 3 | Item Category- Consumable/Non Consumable |  | | |
| 4 | Name of item(s) |  | | |
| 5 | Purpose/ brief description for requirement of indented item(s)/justification(s) |  | | |
| 6 | Budgetary Amount (Approx.) In INR |  | | |
| 7 | Budget Head (No. and complete detail) (University/Project/any other) |  | | |
| 8 | Descriptions of item(s) with Quantity  (Specification to be attached as Annexure-II) |  | | |
| 9 | List of Suppliers (Annexure-I) |  | | |
| 10 | Type of Purchase | ARC Purchase | | |
|  | Status of availability on Applicable Price List- Yes/No    Signature of Indenter | | | |
| 11 | Recommendation and approval of PPC/CPC/Administration (As applicable).    \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Dean of School/Section Head\* | | | |
| 12 | Budget booking by project PI/HoD        Signature | | | |
| 13 | (SPC/Purchase Section) | | Purchase Section:  DAK No. \_\_\_\_\_\_ | |
|  | |
| 14 | (Accounts/Finance/Audit Recommendation) | | Finance Section/Audit:  DAK No. \_\_\_\_\_\_ | |
|  | |
| 15 | Approval of Competent Authority (Administrative and Financial approval | | ) | VCO: DAK No. \_\_\_\_\_\_ |
|  |