**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. \_\_\_\_\_\_  |
|  |