# BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES

# PURCHASE REQUISITION (INDENT PROFORMA)

|  |
| --- |
| S & PR No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    DATE : |

Unit/Division/Project No**:**

**(For Stores and Purchase Section use only)**

Please arrange to procure the item(s) mentioned below:

Tentative date by which item(s) required: Source: Indian / Foreign

Place of Delivery:

Proprietary/Specific Brand: Yes / No.

(If yes, please provide justification and certificate, (use extra sheet) (INTERNET MAY BE UTILIZED TO DOWNLOAD SPECIFICATION AND APPROPRIATE RATE ETC….)

Purpose/Justification:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | Item Description & Specifications | **Qty.** | **Unit Rate**  **(approx.)** | **Total Estimated Cost** |
| 01. |  |  |  |  |
| 02. |  |  |  |  |
|  | **Total** | | |  |

**Indent Raised By:** **Through proper channel:**

Signature: Signature:

Name: Name:

Designation: Designation:

Date: Date:

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**For Office Use Only**

**Registrar:**

**S & P:**

**DIRECTOR:**