

COTTON COLLEGE STATE UNIVERSITY

PANBAZAR, GUWAHATI – 781001, ASSAM, INDIA

Form No: SPS-001

Date:

STORES AND PURCHASE SECTION

Phone:

PURCHASE INDENT (To be submitted to S&P Section)

Indenter :

Fund Code :

Email ID :

Account Head :

Designation :

Contact No :

Department/Centre/Section :

Sl. No.	Item Description (including technical specifications)	Justification	Qty.	Est. Rate (in INR)	Est. Amount (in INR)
1.	Attach extra sheets if necessary				
2.					
3.					
4.					
Total Estimated Value					

Terms & Conditions :

1. Mode of Payment :

2. Delivery Period :

3. Warranty etc. :

4. Possible Suppliers' Name & Address :

(Indenter's Signature)

S&P Section to get Technical Evaluation whenever necessary (Please attach technical evaluation report).
Technical Evaluation to be done by a competent person/committee set up in consultation with the indenter.

For recommendations/approvals as per delegation of powers:

Dean/HoD/HoC/HoS

GAD->Registrar

Vice Chancellor

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FOR STORES & PURCHASE SECTION

S&P Section will procure the items as per CCSU Purchase Procedures.

Items to be received by S&P Section; for items with technical evaluation, the competent person/committee should certify that the goods/items delivered are as per the specifications.

Item name	Qty.	Asset Register	Asset No.	Remarks

Bills to be sent to Finance & Accounts Section after receipt of goods and certified to be okay.

Item name	CCSU Order No. & Date	Invoice No. & Date	Remarks

Important Notes:

1. S&P Section will procure the items as per CCSU Purchase Procedures.
2. Items of general use such as furniture, water coolers, etc. may be indented by Superintendent, GAD, while those pertaining to the estate and maintenance matters may be indented by the Executive Engineer.
3. S&P Section to get Technical Evaluation whenever necessary (Please attach technical evaluation report). Technical Evaluation to be done by a competent person/committee set up in consultation with the indenter.
4. Items to be received by S&P Section; for items with technical evaluation, the competent person/committee should certify that the goods/items delivered are as per the specifications.
5. S&P Section to assign an asset number and enter in the appropriate asset register before the goods/items are given to the indenter.
6. Bills to be sent to Finance & Accounts Section after receipt of goods and certified to be okay.
7. Notes by S&P Section, including Comparative Statements to be kept in a file along with the Purchase Indent.