



## पवन ऊर्जा प्रौद्योगिकी केन्द्र

(अपारम्परिक ऊर्जा स्रोत मंत्रालय के अधीन स्वायत्त अनुसंधान एवं विकास संस्था, भारत सरकार)

### CENTRE FOR WIND ENERGY TECHNOLOGY

(An Autonomous R&D Institution under the Ministry of New and Renewable Energy, Government of India)  
An ISO 9001:2000 Organisation

#### PURCHASE INDENT

(Separate indent should be raised for each class of Stores)

UNIT		INDENT NO.:	
NAME OF THE PROJECT		DATE:	

The following items are required for official use in Project/Stock/Study named above, for which sufficient funds are provided by MNES / in-house project / consultancy project supported by ..... (client) and may kindly be procured on or before .....

S.No.	Detailed specification of the Stores	Quantity	App. Cost (in Rs.)	REMARKS, END USE DETAILS, IF ANY

- The above items are required for General Stock.
- The above items are not available in General Stock at the Stores Section.
- Further particulars as required for equipment enclosed.
- Proprietary Article Certificate / Specific brand preference enclosed.
- Complete technical specifications are type-written and enclosed
- The main equipment has been purchased in ..... from M/s..... and the spares / consumables may be procured from the manufacturers.
- The main equipment is under / out of warranty / AMC / FSMA
- As the items are required urgently (otherwise crisis may develop) cash advance may kindly be made available. (please strike off as the case may be)

Signature of the Indentor

Name :  
Designation :  
Unit :  
Date :

Signature of Unit Chief/Project Leader

Name :  
Designation :  
Unit :  
Date :

APPROVED

GM (F&A) / EXECUTIVE DIRECTOR

1. The details of  
     the approximate life of the equipment:  
     availability of spares :  
     ease of maintenance :  
     other details, if any :
  
2. A) The delivery of the item is required at (if other than C-WET) .....  
     B) Whether delivery required in batches of .....  
     C) The consequences if the item is not procured within the deadline is  
     .....
  
3. The installation requirements like area, power, civil works etc. are ready / available

Readily available	Yes / No
Will be made available	Yes / No

5.0 List of available vendors, their addresses, FAX NUMBER and websites wherever available:

a.	
b.	
c.	

- 6.0 Whether samples are required :
- 7.0 Inspection schedule for the item :
- 8.0 Whether training is required :
- 9.0 Certified that the item/s is/are not available in Unit / Project / Stores.
- 10.0 Certified that to the best of our knowledge, the items indented are the proprietary items of M/s..... and are marketed by their only authorized distributor M/s ..... in India. I / We shall be held responsible in case the certificate is found to be incorrect. A prescribed Pro forma as per Purchase Rules of C-WET is annexed.
- 11.0 The availability of funds at the time of indenting

Name of Project / Budget Head	
Balance Budget Provision available	
Whether necessary fund is available to process this item	

(This should commensurate with the delivery schedule)

12.0 Any other relevant information

Signature of the Indentor	Signature of Unit Chief/Project Leader
Name :	Name :
Designation :	Designation :
Unit :	Unit :
Date :	Date :

**APPROVED**

**EXECUTIVE DIRECTOR**

II. For the use Purchase Section:

1.	Previous purchase details Name of the Vendor Quantity Value Order Reference	
2.	Indent Sl.No. with date as per purchase register	
3.	Certificate about fund availability	
4.	Certificate for proprietary / emergency purchase, is furnished	
5.	Whether the item is a restrictive item as per the EXIM policy	
6.	Whether the enquiry to be sent by fax/speed post/ e-mail/courier owing to urgency	
7.	Whether the delivery schedules as per indent is realistic. If not, please intimate indentor	
8.	Whether clubbing of demand is possible	
9.	Any other condition(s) that is required	

Purchase Assistant

Officer Stores & Purchase

Date:

**Recommendations of the Stores and Purchase Committee:**

Considering the views expressed by the Indentor / Project Leader / Unit Chief, the Committee recommends the mode of procurement as (reasons to be specified)

- 1.1 Open Tender
- 1.2 Limited Tender
- 1.3 Single Tender as the items is proprietary in nature
- 1.4 Procurement from Kendriya Bhandar / NCCF/ Other Co-op. Stores recognized by Central / State Government.
- 1.5 Survey the market, collect competitive offer and finalise the purchase on the spot with in the amount sanctioned.
- 1.6 Import
- 1.7 Any other mode

**O(SP)**

**A.A.O**

**Indentor**

**Chairman, SPC**

**General Manager (F&A)**

**PRO FORMA FOR PURCHASE OF PROPRIETARY/SPECIFIC BRAND GOODS**

1.	Description of item, type, Model No. including General	
2.	Is the item proprietary or Specific brand?	
3.	(a) Source of Supply	
	(b) Is the source of supply a Manufacturer, dealer, agent, stockiest or trader	
4.	(a) Briefly state and use of the item.	
	(b) State reasons for selecting the particular brand/make to meet the above use.	
5.	(a) Is there any other known, source for similar items?	
	(b) If answer for (a) is YES, why that source was not considered?	
(Indentor must bring out comparative mandatory advantages of the item selected from the types offered by others)		
6.	Why the requirement cannot be tendered in order to locate more competitive sources?	
7.	(a) Was similar items purchased earlier?	
	(b) If so, furnish details of source indicating purchase reference.	
8.	(a) What would be approximate requirement of similar items in future?	
	(b) What attempts were made to locate alternate sources for future requirement.	

**C E R T I F I C A T E**

I/We certify that the Open / Limited Tendering required in this case as per the procedure, be dispensed with, as the source of supply is fairly known for this item and hence, no useful purpose will be served by this effort.

Signature of the Indentor

Name :  
Designation :  
Unit :  
Date :

Signature of Unit Chief/Project Leader

Name :  
Designation :  
Unit :  
Date :

**Approved**

**Executive Director, C-WET**