



राष्ट्रीय पवन ऊर्जा संस्थान
(नवीन और नवीकरणीय ऊर्जा मंत्रालय के अधीन स्वायत्त अनुसंधान एवं विकास संस्था, भारत सरकार)

NATIONAL INSTITUTE OF WIND ENERGY

(An Autonomous R&D Institution under the Ministry of New and Renewable Energy,
Government of India)

(पूर्व में “पवन ऊर्जा प्रौद्योगिकी केंद्र” Formerly “Centre for Wind Energy Technology”)

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PURCHASE INDENT

PROCUREMENT OF GOODS/SERVICES/WORKS UNDERTAKEN ON BEHALF OF THE SPONSORING AUTHORITY
(Separate indent should be raised for each class of Stores)

DIVISION		INDENT NO.:	
NAME OF THE SPONSORING AUTHORITY and PROJECT		DATE:	

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

Sl No.	Detailed specification of the Stores	Quantity	App. Cost (in Rs.)	Remarks, End Use Details, if any

- The above items are required for Execution of the Project under Consultancy and the Assets will be handed over to the Sponsoring Authority.
- The above items are not available in General Stock at the Stores Section.
- Further particulars as required for above Procurement 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)

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 NIWE)
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

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

a.	List Available in Purchase Section
b.	
c.	

5. Whether samples are required :
6. Inspection schedule for the item :
7. Whether training is required :
8. Certified that the item/s is/are not available in Unit / Project / Stores.
9. 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 NIWE is annexed.

10. **Details of receipt of funds from the Sponsoring Authority:**

(This should commensurate with the delivery schedule)

11. Any other relevant information

Signature of the Indentor

Name :

Designation :

Division :

Date :

Signature of Division Head/Project Leader

Name :

Designation :

Division :

Date :

12 .The availability of funds at the time of indenting

Balance Budget Provision available	
Whether necessary fund is available to process this item	

Deputy Director General (F&A)

Approved for further process

DIRECTOR GENERAL



नीवे NIWE
(ISO 9001 Certified)

PAGE: 3

राष्ट्रीय पवन ऊर्जा संस्थान

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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 needs to be sent by fax/speed post/ e-mail/courier owing to urgency, where the Procurement is of Offline in nature	
7.	Whether the delivery schedules as per indent is realistic. If not, please intimate indenter	
8.	Whether clubbing of demand is possible	
9.	Any other condition(s) that is required	
10.	Whether the Goods/services intended is available in GeM or not. (Yes/No)	

Executive Assistant

OSP

AO (S&P)

Date:

Recommendations of the Stores and Purchase Committee:

Considering the views expressed by the Indenter / Project Leader / Divisional Head, the Committee recommended and approved the mode of tender as (reasons to be specified)

☐ e-Procurement

☐ Government e-Market place

☐ Offline

1.1 Open Tender

1.2 Limited Tender

1.3 Single Tender as the items is proprietary in nature

1.4 Specific brand

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

OSP

AO(S&P)

Indenter

Member

A.D (F&A)

Member

Member

Chairman, SPC

Deputy Director General (F&A)

DG,NIWE

**PRO FORMA FOR PURCHASE OF PROPRIETARY/SPECIFIC BRAND GOODS
(Optional)**

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.	

CERTIFICATE

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 :
Division :
Date :

Signature of Division Head/Project Leader

Name :
Designation :
Division :
Date :

Approved

DIRECTOR GENERAL, NIWE