



ICAR-Central Institute of Freshwater Aquaculture

P.O. Kausalyaganga : Bhubaneswar -751 002
Tel. Nos. 91-674-2465421/2465446/2465402, FAX: 91-674-2465407
E.mail: cifa@ori.nic. In, Web site: <http://www.cifa.in>



(PURCHASE REQUISITION INDENT)

Sl. No.	Name of the Indenter / P.I.	
1	Designation	
2	Name of the Division/Centre/Section	
3	Name of the Project (External Funded / Instt. Project approved by SRC)	
4	Name of the item (Details/Specification over-leaf)	
5	Whether the item is included in EFC (In case of Equipment/Furniture & Fixture/I.T. items)	
6	Whether the expenditure to be booked under Institute Budget, if not please mention head of the expenditure	
7	Whether the item is of proprietary in nature (if so the certificate to be furnished by the Indenting Officer)	
8	Whether the item is to be purchased on priority.	
9	Whether the item is indigenous or imported	
10	Whether the item is available on GeM.	
11	If the item is not available on GeM, the list of probable source of availability may be provided.	
12	Date by which the material is required	
SIGNATURE OF THE INDENTOR:		
Date:		
RECOMMENDATION OF HEAD / OFFICER		

Details of the item

S. No.	Name of item	Broad specification (If required, additional sheet may be attached)	Quantity Required	Stock position	Approximate cost	Remarks

SIGNATURE OF THE INDENTING OFFICER