OFFICE MEMORANDUM

Sub: Implementation of single indent form for purchase of goods under the Institute – reg.

In order to streamline the process for procurement of goods under the provisions of GFR-2017, it has been decided to implement the enclosed common and single indent form for purchase of all office and laboratory - non-consumable and consumable items for the Institute as well as various projects under the Institute and ROHCS, Bangalore.

In case proposed purchase is under GFR-166, duly filled Proprietary Article Certificate (PAC) from the firm in enclosed as Annexure-III and PAC from the Indenting Authority/Institute in Annexure-IV as per ICMR Guidelines for Procurement of Goods & Services-2018, will be essentially required.

These orders supersede all earlier orders and will operate w.e.f. 1st April 2020 till further orders.

This issues with the approval of the Director.

(R.K. Thakur)
Administrative Officer
for Director

To,
All the above officials concerned,
OIC, ROHCS, Bangalore

Copy to:-
1. Director’s office,
2. Accounts Officer,
3. SO(Stores),
4. SO(Estt-I),
5. SO(Project),
6. HOD, IT Division – for updating the details on Institute website.
7. Office copy.
ICMR-National Institute of Occupational Health  
Meghani Nagar, Ahmedabad-380016 (Gujarat)  
PURCHASE INDENT FORM (Consumable/NON-Consumable)

ICMR-NIOH/PURCHASE/  
ORDINARY/URGENT  
Name of Indenting Officer :  
Department :  
Budget Head /Project:  

The following articles(s) are required for use in Division/Section/Office :

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item &amp; detail Specification</th>
<th>Make if any/ Catalogue No.</th>
<th>Qty</th>
<th>Cost Rs. (Per pack/unit)</th>
<th>Total cost (R/C Discount in %)</th>
<th>Justification for the requirement</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

1. The actual use to which the stores will be put:
2. The firms from whom the quotation is to be invited:

Signature of Indenting Officer ________________________________  
(Name in Block Letters)  

Signature of Scientist/PI/Coordinator __________________________  
(Name in Block Letters)  

(TO BE FILLED BY THE OFFICE)

3. Mode of Purchase  
   GFR-154/GFR-155/  
   GFR-166 (Please also provide Annexure-III & IV)/  
   GFR-149 (GeM)/ Rate Contract 2020-2021/  
   Procurement through eTender

4. In case purchase under GFR-154 : Contingent Advance of Rs.________ may also be sanctioned in the name of ____________________________.

D.A./O.A. __________________  
SO(S) ___________________  
AO ______________________
Funds Available/Not available

Accounts Officer ____________________________  
Approved/Not Approved _____________________  

(Dr. Kamlesh Sarkar)  
Director
Annexure-III

Proprietary Article Certificate (PAC) from the firm

Note: Proprietary Article Certificate in the following form is to be provided by the OEM/authorized dealers/Stockiest of OEM) before procuring the goods from a single source under the provision of sub Rule 166 (i) and 166 (iii) as applicable.

(i) The indented goods are manufactured by M/s..........................
(ii) No other make or model is acceptable by the Institute/Center

...............................................................for the following reasons:

(1) ........................................................................
(2) ........................................................................
(3) ........................................................................
(4) ........................................................................

(iii) Concurrence of finance wing of the OEM/authorized dealers/Stockiest of OEM to the proposal vide: ............... 

(iv) Approval of the competent authority of the OEM/authorized dealers/Stockiest of OEM

(Signature with date and designation OEM/authorized dealers/Stockiest of OEM)
Annexure-IV

Proprietary Article Certificate from the intending authority
(To be provided by the Indenting Institute/ Center)

Valid for the Current Financial Year

<table>
<thead>
<tr>
<th>File Number and Date Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Description of article</td>
</tr>
<tr>
<td>2. Forecast of quantity/annual requirement</td>
</tr>
<tr>
<td>3. Approximate estimated value for above quantity</td>
</tr>
<tr>
<td>4. Maker’s name and address</td>
</tr>
<tr>
<td>5. Name(s) of authorised dealers/stockiests</td>
</tr>
<tr>
<td>6. I approve the above purchase on PAC basis and certify that:</td>
</tr>
<tr>
<td>6(a) This is the only firm who is manufacturing/stocking this item. AND</td>
</tr>
<tr>
<td>6(b) A similar article is not manufactured/sold by any other firm, which could be used in lieu. OR</td>
</tr>
<tr>
<td>6(c-1) No other make/brand will be suitable for following tangible reasons (like OEM/warranty spares): OR</td>
</tr>
<tr>
<td>6(c-1) No other make/brand will be suitable for following intangible reasons (if PAC was also given in the last procurement cycle, please also bring out efforts made since then to locate more sources): OR</td>
</tr>
</tbody>
</table>

7. Concurrence of Account Officer/ Finance Division of the Institute/ Center to the proposal:

History of PAC purchases of this item for past three years may be given below

<table>
<thead>
<tr>
<th>Name of the Supplier</th>
<th>Order/Tender Reference &amp; Date</th>
<th>Quantity Ordered</th>
<th>Basic Rate on Order (Rs.)</th>
<th>Adverse Performance Reported if Any</th>
</tr>
</thead>
</table>

Date: Signature with seal of Director/ Director-In-Charge