



COTTON UNIVERSITY

Panbazar, Guwahati, Assam-781001

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STORES AND PURCHASE SECTION

PURCHASE INDENT *(Separate indents to be submitted for consumables and non-consumable items)*

Indenter :

Designation :

Email ID :

Contact No :

Department/ Centre/ Section :

Sl. No.	Particulars of Item (including technical specifications)	Justification	Sl. No. in Approved List of Rates (if any)	Estimated Base Rate (INR)	Rate of GST (%)	Value of GST (INR)	Estimated Unit Price (INR)	Qty.	Estimated Total Price (INR)
1.									
2.									
3.									
4.									
Total Estimated Value (INR)									

N.B.: Attach extra sheets if necessary

(Signature of Indenter)

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.

Dean/HoD/HoC/HoS

Registrar*

Vice Chancellor*

*Please make your recommendation and approval/disapproval as per delegation of financial powers