



ATAL BIHARI VAJPAYEE-
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT
GWALIOR (M.P.)
(Autonomous Institute of Government of India)

INDENT CUM ADMINISTRATIVE APPROVAL SHEET

1. Item required (without Brand Name) :
2. Detailed specification of the item required
(Without mentioning the brand name) :
.....
.....
.....
3. Link for GeM (if available) :
4. Purpose/Justification :
.....
.....
.....
5. Quantity (Approx.) :
6. Cost (Approx.) :
7. Budget Head :

Institute

Project

If Project,
Name of Project :
- Budget Sub Head :

Amount

- Additional Information (If any) :
8. If item is proprietary in nature
(Attach Certificate as per enclosure) :

1. Person Requesting:
2. Dept. / Unit:
3. Signature:
4. Signature HoD/Project Leader:



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Proprietary Article Certificate
Valid for the Current Financial Year

File Number and Date Reference		
1	Description of article	
2	Forecast of quantity/annual requirement	
3	Approximate estimated value for above quantity	
4	Maker's name and address	
5	Name(s) of authorised dealers/stockists	
6	I approve the above purchase on PAC basis and certify that: -- Note- Tick to retain only one out of (b), (c-1) or (c-2) whichever is applicable and cross out others. Please do confirm (a) by ticking it – without which PAC certificate will be invalid.	
6 (a)	This is the only firm who is manufacturing/stocking this item. AND	
6 (b)	A similar article is not manufactured/sold by any other firm, which could be used in lieu OR	
6 (c-1)	No other make/brand will be suitable for following tangible reasons (like OEM/warranty spares): OR	
6 (c)	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	
7	Reference of concurrence of finance wing to the proposal	

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

Name of the Supplier	Quantity Ordered	Basic Rate on Order (Rs.)	Adverse Performance Reported if Any
Order/Tender Reference & Date			

Signature of Approving Authority

Date

Designation of Officer



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9. Store In Charge (issued record of item) :

.....

10. Store In Charge: Available Not available (Comments if any)

.....

.....

Name & Signature :

11. Availability of Funds in the Proposed
Budget Head

:

Name & Signature : (Finance & Account Section)

12. INTERNAL AUDITOR's COMMENT:

.....
.....
.....
.....

Name & Signature : (Internal Auditor)

13. GeM Office for availability of items with specifications & Costs at GeM Portal:

.....

Name & Signature : (GeM Official of the
Institute)

Dy. Registrar (Purchase)

REGISTRAR

DIRECTOR