

BIHAR ANIMAL SCIENCES UNIVERSITY
Bihar Veterinary College Campus, Patna-800 014

Purchase Indent / Requisition Form

1. Name of Indenter :
2. Unit/Division of Indenter :
3. Name of Items :
4. Quantity required :
5. Present availability in the unit/section :
6. Justification for increase/demanded :
- (Attach annexure, if require)
7. Estimated cost per unit and total :
8. Source of Fund :
9. Detail Specification (point wise) :
- (Attach annexure, if require)
10. Name of probable suppliers (minimum five):

Signature of Indenter with date

Forwarded / Not Forwarded

Signature of Controlling Officer with date

The indented item is not available in stock. Please advise on the purchase procedure and availability of fund.

Signature of Purchase/Procurement Officer with date

11. Availability of Funds: Fund is available / Not available

Signature of Finance Comptroller with date

12. Purchase method:

13. Remarks:

Signature of Director-Procurement