

**INDIAN MARITIME UNIVERSITY**  
**(HEADQUARTERS)**

**PURCHASE REQUISITION FORM**

(Only for Non-Store and Non-Capital items to be purchased from Imprest for meeting Contingency)

**Indent No. and Date:** \_\_\_\_\_ [Indent No. as per User Section Indent Register]

**Name of the Section raising Indent:** \_\_\_\_\_

**DETAILS OF MATERIAL REQUISITIONED**

Sl. No.	Item Name and Description (if applicable)	Specifications (pl. add attachments in case of requirement)	Quantity	UOM	Estimated Rate (incl. of GST) (if available)	Estimated Total Cost (incl. of GST) (if available)	Delivery by Date
1.							
2.							
3.							
<b>Estimated Total Cost (in Rs.)</b>							

**Note:** User Section is requested to check availability in GeM and provide the GeM Product ID, wherever applicable.

**Indenting Officer (DR/AR/SO):** \_\_\_\_\_

**HoD of the Indenting Section:** \_\_\_\_\_  
**(Concurring Authority)**

**GeM AAR PTS No:** \_\_\_\_\_  
(To be filled by Purchase Section)

**DR/AR (PURCHASE):** \_\_\_\_\_

**Registrar:** \_\_\_\_\_  
**(Approving Authority)**