



भारतीय समुद्री विश्वविद्यालय
INDIAN MARITIME UNIVERSITY
(Central University, Govt. of India)
HEADQUARTERS

**Indian Maritime University
Purchase Section**

IMU-HQ/R/71/79/01/2018-PUR

Date: 28-09-2022

INTERNAL CIRCULAR 01/2022

1. The Purchase Section – IMU HQ maintains stores for different items. The List of store items is placed as **Annexure – I** for reference and for raising demands.
2. For **items available in stores** alone as per list mentioned in Annexure - I, the Indenting Sections are requested to submit indents in the format **Form – M** which is placed as **Annexure – II** and the same will be made available on IMU's Website.
3. User Sections are requested to raise their indents for Store Items at least one-day prior. All Indents will be clubbed till 1:00 PM and issues will be made on the same day between 3:00 PM and 5:00 PM on all days.
4. For purchase of **Non - store items and Non – Capital items**, the Indenting Sections are requested to submit **Form – K** which is placed as **Annexure – III** and the same will be made available on IMU's Website.
5. Therefore, all Indenting Sections are requested to give their demands using the above mentioned two forms only.

To,

CoE, Dean (i/c), DR (CTR), FO (i/c), DR (Academics), DR (Admin, L & S), DR (Sectt.),
AE (Civil), AE (Elect).

Copy to: DR (Purchase)

N. Srinivasan
Registrar
28/09/22

Annexure - I**List of Store Items**

Sl. No.	Name of the Item
1.	Battery AAA Small
2.	Calling Bell
3.	Calling Bell Battery
4.	Duracell AA Battery
5.	CD's
6.	Cover CD's & DVD's
7.	DVD's
8.	Pen Drive- 16 GB
9.	Cellotape- Brown Tape-1" Inch
10.	Cellotape- Brown Tape-2" Inch
11.	Cellotape- Brown Tape-3" Inch
12.	Cellotape- White Colour-1" Inch
13.	Cellotape- White Colour-2" Inch
14.	Cellotape- White Colour-3" Inch
15.	Double Tape (Yellow)
16.	Bell Pins
17.	Binder Clips-15 mm
18.	Binder Clips-19 mm
19.	Binder Clips-25 mm
20.	Binder Clips-32 mm
21.	Jump Clip
22.	Jump Clip Color
23.	A3 Craft Brown Cover
24.	Cloth Line Cover-(12x10)
25.	Cloth Line Cover 18x14
26.	Cloth Line Cover- A4 Size
27.	Envelope Cover (Window)

M. S. S. S. S. S.

28.	Envelope - Non Window
29.	Exam A3 Cover
30.	Exam A4 Cover
31.	Plastic Spiral Coil 15
32.	Plastic Spiral Coil 22
33.	Plastic Spiral Coil 28
34.	Plastic Spiral Coil 35
35.	Plastic Spiral Coil 40
36.	Rigid Sheet A4 Blue Col
37.	Rigid Sheet A4 White Col
38.	Blue Tag File
39.	Box File
40.	Cyan Tag File
41.	Green Tag File
42.	Orange Tag File
43.	Pink Tag File
44.	Plastic Spring File
45.	Stick File New
46.	Yellow Tag File
47.	Certificate Folder-A4 (Sheet Protector)
48.	Display Book (40 Pocket)
49.	Folder-Leather Sone CP 24 Black
50.	Khadi Folder Yellow Colour
51.	L Folder White
52.	LM Folder Black
53.	Letter Head for Registrar
54.	Attendance Register
55.	Book Mark Note Pad (3 Colour)
56.	Book Mark Note Pad (Yellow)
57.	Calculator
58.	Calculator Casio

59.	Carbon Paper
60.	Drivers Log Books
61.	Dustbin Small
62.	Duster
63.	FeviStick
64.	Gum Bottle
65.	Lock
66.	Long Size Note- Ruled
67.	Long Size Note- Un-ruled
68.	Milton Water Bottle
69.	Paper Cutter (Knife)
70.	Paper Weights
71.	Pen Stand
72.	Plastic Shopping Basket Trolley
73.	Rubber Band
74.	Scissors
75.	Scribbling Pad 14X22cm
76.	Scribbling Pad (Un-ruled)
77.	Short Hand Note
78.	Stamp Pad
79.	Tag (Big-24")
80.	Tag (Small-8")
81.	Tray Mat
82.	Tray Rectangle
83.	Urgent Ordinary Brown Pad
84.	Water Bubbles
85.	Wooden Tray
86.	A3 Paper
87.	A4 Paper
88.	Label Sheet -A4 Self Adhesive
89.	Legal Paper (Green Bond)

M. S. S. S.

90.	Legal Paper (White)
91.	Note Sheet
92.	Eraser
93.	Pencil-HB
94.	Scale
95.	Sharpener
96.	Add Gel Achiever Pen
97.	Add Gel Achiever Green
98.	Add Gel Pen Achiever Red
99.	Arrow Gel Black Pen
100.	Arrow Gel Blue Pen
101.	Cello Butter Flow-Blue Pen
102.	Correction Pen (Whitener)
103.	Fine Grip Black Pen
104.	Fine Grip Blue Pen
105.	Fine Grip Red Pen
106.	High Lighter Pen
107.	OHP - Permanent Colour Marker Pen DVD
108.	Permanent Marker Black
109.	Pilot Pen Blue
110.	Sketch Pen Set
111.	Uniball Pen Black
112.	Uniball Pen Blue
113.	Uniball Pen Green
114.	White Board Marker - Black
115.	Anti-Dust Mask
116.	Hand Sanitizer
117.	Infrared Thermometers - Fluke 59max
118.	Medical Safety Goggles
119.	Safety Rubber Gloves
120.	Spray Bottle

121.	Double Punch
122.	Double Punch (Big Size)
123.	Single Punch
124.	Stapler Big Size HD 23S24
125.	Stapler-HD 10
126.	Stapler-HD 45
127.	Stapler - HP45
128.	Stapler Pin-10 mm
129.	Stapler Pin (23/10H)
130.	Stapler Pin (23/13H)
131.	Stapler Pin (23/15H)
132.	Stapler Pin (23/17H)
133.	Stapler Pin (23/6-H)
134.	Stapler Pin (23/8-H)
135.	Stapler Pin (24/6-H)
136.	Big Plate
137.	COFFEE MUGS
138.	Forks
139.	Glass Tumbler
140.	Glass Tumbler Closer
141.	Spoon
142.	Snacks Plate
143.	Soup Bowl
144.	Steel Spoon
145.	Table Mats
146.	Tea Cup
147.	Tray
148.	Canon 055 H Black Cartridge
149.	Canon 055 H Cyan Cartridge
150.	Canon 055 H Magenta Cartridge
151.	Canon 055 H Yellow Cartridge

M. H. M. M.

152.	Canon Black Toner 337
153.	Canon Copier Toner Cartridges Black NPG-73
154.	Canon PGI-2700XL BK CLASS OEM
155.	Canon PGI-2700XL C Class OEM
156.	Canon PGI-2700XL M Class OEM
157.	Canon PGI-2700XL Y Class OEM
158.	Canon Toner Cartridge 057 Black
159.	Canon Toner Cartridges 051 Black
160.	HP 12A
161.	HP Cartridge 320A Black (128A)
162.	HP Cartridge 321 A-Cyan (128A)
163.	HP Cartridge 322A-Yellow (128A)
164.	HP Cartridge 323A-Magenta (128A)
165.	HP Cartridge - 36A (CB436A)
166.	HP Cartridge 400A Black (507A)
167.	HP Cartridge 401A-CYAN (507A)
168.	HP Cartridge 402A Yellow (507A)
169.	HP Cartridge 403A Magenta (507A)
170.	HP Cartridge - 78 A
171.	HP Cartridge - 88 A
172.	HP Cartridge CF 350A Black (130A)
173.	HP Cartridge CF 351A Cyan (130A)
174.	HP Cartridge CF 352A Yellow (130A)
175.	HP Cartridge CF 353A Meganta (130A)
176.	Hp CE 740A Black (307A)
177.	HP CE741A Cyan (307A)
178.	HP CE 742A Yellow (307A)
179.	HP CF228A (Registrar Off)
180.	TONER CARTRIDGE 51 BLACK
181.	Toner Cartridges 77A Black

Annexure - III,

Form - K

INDIAN MARITIME UNIVERSITY
(HEADQUARTERS)

PURCHASE REQUISITION FORM

(Only for Non-Store and Non-Capital items to be purchased from Imprest i.e. up to Rs.25, 000/-)

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.							
4.							
5.							
Estimated Total Cost (in Rs.)							

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

User Imprest

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)