

INDIAN GRASSLAND AND FODDER RESEARCH INSTITUTE  
JHANSI – 284 003

**PROFORMA FOR REQUISITION FOR PURCHASE OF STORES**

1. Name & Designation of the Indenter :
2. Approved Project Work for which the article is required :
3. Name & complete specification of stores requisitioned :
4. State whether the item is indigenous or foreign :
5. In the case of requirement state whether the item is a :
  - i. Fresh requirement
  - ii. Replacement of existing items
  - iii. Additional requirement
6. Approximate cost of the items requisitioned :
7. Full justification for processing the stores :
8. If a particular brand of equipment is demanded it is to be certified that the item indented for is the only one suitable for the work (as given in the proforma attached ) :
9. Whether the item (s) is/are covered by any rate contract, if so give the details : -
10. Probable source of supply (address of the sole manufacturer in the case of proprietary article and not less than 15 addresses in the case this indent) :
11. If stores required one spare parts for repair of machines or vehicles :
  - a. Number of the machine/vehicle with number etc.
  - b. When purchased and prize
  - c. Up to-date expenditure or repair
  - d. Whether the present proposal to Head of Division/Section

***Signature of Indenter with designation***

***Signature of Head of Division/Section  
with recommendation***

**Asstt. Adm. Officer (Store)**