



### NOTIFICATION

**Subject: Initiation of Procurement Process – Requirement for Verified and Complete Indent**

In order to ensure transparency, accountability, and efficiency in the procurement process, it is hereby informed that all procurement indents must be complete in all respects and duly verified and checked by the Departmental Purchase Committee (DPC) before submission to the Procurement Section for further action.


The following conditions must be fulfilled for initiating the procurement process:

1. Completion of Indent: The indenting department must ensure that the indent form is filled accurately and completely, including:
  - Description/specification of items
  - Quantity required
  - Estimated cost (with justification or reference, if applicable)
  - Purpose/justification for procurement
  - Preferred vendors (for Non-GeM items)
2. Verification by Departmental Purchase Committee: The indent must be thoroughly reviewed by the concerned Departmental Purchase Committee. The committee shall:
  - Validate the need and quantity of items
  - Ensure budget availability or alignment with sanctioned provisions
  - Certify that there is no duplication of existing stock
  - Confirm that all supporting documents are attached
3. DPC Certification: A certification note must be endorsed by the DPC on the indent stating:

“This indent has been checked and verified by the Departmental Purchase Committee and is found to be complete in all respects for initiating the procurement process.”

Only those indents that fulfill the above criteria shall be entertained for procurement. Any incomplete or unverified indent will be returned without processing.

This note is issued with the approval of the competent authority.

  
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**(DR. H. P. SHARMA)**  
Officer-in-charge (Stores & Purchase)  
Indian Institute of Engineering Science  
and Technology, Shibpur  
Howrah - 711 103, W.B., India  
Officer In-Charge (S&P)