

**INDIAN INSTITUTE OF SPICES RESEARCH**  
Marikunnu P.O, Calicut-12  
**PROFORMA FOR INDENTING EQUIPMENTS/SPARES/STORES**

1. Name of article (s) :
2. Specifications of the item :  
(Sufficient. details may be given)
3. Nature of item(s) :
4. Source of availability :  
(Pl. furnish atleast 3 addresses if not a proprietary item / not common in the market)
5. In case of foreign item to be imported :  
plesse furnish:
  - a) justification for import
  - b) address at Indian agent
  - c) a technical write-up on the item:
  - d) certify the item or similar item is not manufactured in India and the item is exempted from payment of custom duty
6. Estimated value of the item(s) : Foreign currency/Indian Rs.
7. If the expenditure is to be met under :  
any scheme(s) (other than Instt. Funds)  
please specify
8. Confirm availability of Funds :
9. Confirm whether included in the list :  
of equipment approved under the  
scheme (Pl. furnish copy of list/ref.)
10. Stock, if any, available in the section :  
Please indicate Qty/No
11. Specific justification for the present :  
requirement
12. In the case of equipments, (under :  
Institute Fund) please specify  
whether included in the approved  
list/EFC Memo(Ref.. to be furnished)
13. Any additional details :

Date:

Signature of Head of Section

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Remarks of Director

:Approved/Deferred

Signature

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Remarks of Finance Section  
On availability of funds

Store-Purchase Section

\* In case of furniture, please indicate the number of Scientists/Staff in the section..

Address of the prospective dealers of the item(s)

1.

2.

3.