



F. No. 3-4/2015-Adm. IV
भारत सरकार / GOVERNMENT OF INDIA

कृषि एव किसान कल्याण मंत्रालय / MINISTRY OF AGRICULTURE & FARMERS' WELFARE
कृषि सहकारिता एव किसान कल्याण विभाग / (Deptt. of Agriculture Cooperation & Farmers' Welfare)
वनस्पति संरक्षण एव संगरोध निदेशालय / DIRECTORATE OF PLANT PROTECTION QUARANTINE & STORAGE
एन एच - IV, फ़रीदाबाद (हरयाणा)-121001 / N.H.IV, FARIDABAD(HARYANA)-121 001

दिनांक/Dated : 04.04.2018

OFFICE MEMORANDUM

Subject: Procurement of Air Conditioners in the sub-offices of the Directorate - regarding.

It has been decided by the Competent Authority in this Directorate to obtain the requirement of Air-conditioners of sub-offices. Accordingly, Officer-in-charges of sub-offices are requested to submit indents for procurement of Air-conditioners for their offices in the prescribed proforma enclosed.

Further, the information on the following points may also be replied along with duly filled proforma :-

- (i) Indent Form (annexed).
- (ii) Whether building is Dte.'s own or rented.
- (iii) If Dte.'s own building whether maintained by CPWD or Not.
- (iv) Requirement is on replacement basis against Old ACs or New requirement.
- (v) If requirement is on replacement, reasons for replacement may also be indicated. A certificate from the authorised service centre indicating the ACs are beyond repair, or condemnation certificate after physical verification and year of installation of Air-conditioner may be indicated.
- (vi) Proper Justifications for the requirement.
- (vii) Specifications of Air-conditioners.

Officer-in-Charges of the sub-offices who have requested earlier for procurement/providing of Air-conditioners are also requested to submit their requirement afresh.


(M. L. Meena)

Under Secretary (Hqrs)

To,

All Sub-Offices, Dte. of PPQ&S.

Copy for information to :

- (i) All Scheme-in-charges.
- (ii) PS to PPA.
- (iii) IT Cell for uploading the above OM and Indent form.

DIRECTORATE OF PLANT PROTECTION, QUARANTINE & STORAGE

INDENT FORM

FOR PURCHASE OF EQUIPMENT/S

(To be submitted separately for each item in duplicate)

1.	Name of the Indenter	
2.	Name of the Scheme	
3.	Name of the equipment required	
4.	Quantity required	
5.	Detailed specifications of the required equipment	
6.	Has the equipment/instrument been used earlier?	
7.	How the work was being carried out earlier	
8.	Name of the Manufacturer, if known	
9.	Stock position of the equipment	
10.	Whether the equipment has been included in the EFC Memo.	
11.	Whether additional equipment is absolutely essential.	
12.	If similar equipment purchased earlier has not been used after purchase, the reason may be given.	
13.	Availability of funds under the relevant Head please indicate the sub-head & year etc.	
14.	Estimated cost of the equipment/s	
	Signature of Indenter	Comments & signature of Scheme-In-Charge