

TAMILNADU ELECTRICITY BOARD
INDENT FOR MATERIALS

- 1. Name of the material :**

- 2. Material code :**

- 3. Technical specification of the Material with Drawing. (If needed) :**

- 4. a) Whether proprietary : Yes / No**
b) If Yes, Name & Address of the Firm on whom order has to be Placed. :
c) If proprietary, Details such as Sl.No, Page No & division in Proprietary list, approved by Expert committee etc., :

- 5. a) Quantity Required :**
b) Quantity in service :
c) Quantity in Field pocket stores :
d) Year wise consumption in previous three years (For Each Item) :
e) Justification for the Qty. required if it exceeds 25% of the Qty in service (or) it exceeds Max. Consumption / Year :

- 6. Approximate Total Cost :**

- 7. How long the Indented Qty will Last :**

- 8. Work for which the material Required :**

9. a) **State whether estimate for works** :
sanctioned (Give reference /
copy to be enclosed)
- b) **Whether Budget provision has been** :
made (Mention the year)
10. **Stores stock details** :
(To be furnished by the CSO / TTPS in the Annexure – I)
11. **If it is a spare, for which equipment** :
12. a) **Equipment, part No & Name Plate** :
Details.
- b) **Name & Address of the original** :
Supplier.
13. **Time by which the Indented materials** :
are required
14. **Are tender samples necessary along** :
With the offer.
15. a) **Whether Guarantee Required** :
- b) **Whether test certificate Required** :
16. **Date of the last indent for the same** :
Material.
17. **Previous PO No. & Date / Rate** :
ordered for the same material
or similar PO.
(If previous PO is not available
Necessary working sheet has
To be enclosed)
18. **Maximum Inventory Level** :
19. **Minimum Inventory Level** :
20. **Re-order Level** :
(If Re-order policy is adopted)
21. **Re-order Quantity** :
(If Re-order policy is adopted)
22. **Inventory System Category** : PERIODICAL REVIEW SYSTEM /
RE-ORDER LEVEL SYSTYEM.

23. Classification of material

- a) A / B / C :
- b) V / E / D :
- c) S / D / E :
- d) F / S / N :
- e) PROPRIETARY / NON PROPRIETARY :
- f) H / M / L :
- g) IMPORTED / INDEGENOUS :
- h) PVT.SECTOR / PUBLIC SECTOR :

24. Remarks If any :

Asst. Engr / Jr. Engr.

Asst. Exe. Engineer

Executive Engineer

SUPERINTENDING ENGINEER

ANNEXURE – I

I. STORE STOCK DETAILS

Sl. No	Description	Issue Details for the previous 3 Yrs.	Stores stock As on ____	Pending PO if any		
				PO No & Date	Qty. Ordered	Qty to be Supplied

II. VENDOR RATING OF THE LAST SUPPLIER :
(PO No. & dt. To be mentioned)

(STORES CUSTODIAN / SECTION)

ANNEXURE – II

QUALITY CONTROL WING :

SE / ES	QCW				
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1. DATE & RECEIPT AT QCW :
 2. CLEARED ON :
 3. RETURNED ON :
- (IF RETURNED, REASON :

(MEMBER 1)

(MEMBER 2)

(MEMBER 3)

(CHAIRMAN)

(CONVENER)