

INDENT FORM

PART-A

Date :...../...../.....

Name of the Indenter :

Dept./Section:

Type of Purchase: Indigenous Foreign

Nature of Items : Equipments/Instruments/Furniture/ Accessories/Spares/Consumables/Proprietary/Stationary/others

S.No.	Proposed Purchase			Last Purchase Details			Present Stock in hand
	Item Description	Quantity (Nos)	Unit Rate (Rs.)	Total (Rs.)	Order Date	Quantity	
TOTAL							

(Note: The indenter must provide the clear description / specification of the item required along with Qty and stock in hand, if required consultation with procuremntn l/c)

Purpose /Justification:

Declaration :

I hereby declare that the above requirement is in the interest of the institute and requirement is justified.

Indenter's Signature

Recommended/Not Recommended

HoD's Signature

PART - B (To be filled by Procurement Dept.)

Indent No.	<input style="width: 60px;" type="text"/>					
Mode of Purchase:	<input type="checkbox"/> Cash Purchase (GFR)	<input type="checkbox"/> Market Survey (GFR)	<input type="checkbox"/> Limited Tender (GFR)			
	<input type="checkbox"/> Single Tender (GFR)	<input type="checkbox"/> GeM (GFR)	<input type="checkbox"/> Open / Global Tender (GFR)			
	<input type="checkbox"/> Rate Contract (GFR)	<input type="checkbox"/> Repeat Order	Others: _____			
Declaration under GFR - 154/GFR - 155/ GFR -166 (Strickout which ever is not applicable) is enclosed.						
						Signature of the Procurement l/c

PART - C (To be filled by Finance Dept)

Budget Provision:	
Total amount sanctioned for the FY	Rs.....
Available Balance (excluding above indent value) Rs.....	
Signature of the Accounts Dept.	

Approved/Not Approved
CAO/Registrar/Activity Chair Person (Education) /Director