



राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

(An autonomous Institute under the aegis of Ministry of Education (Shiksha Mantralaya), Govt. of India)
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Indent No: NITD/.....

Dated

INDENT FORM

(For Purchase Value upto ₹2,50,000/-)

SECTION - I

1. Indenting Department/Concerned Lab : _____
2. Indenters Name & Designation : _____
3. Chargeable Head : _____
4. Proposed Procurement Mode : _____

(Direct/ Quotations/ Rate Contract/ Open Tender Enquiry/ Limited Tender Enquiry/ Single Tender Enquiry on Proprietary basis)

S NO.	DESCRIPTION OF ITEMS TO BE PROCURED (Attach additional sheet(s), if required)	QTY	UNIT RATE	TOTAL COST
TOTAL				

*Ensure DPC MoM (If purchase value > 25,000/-) / PPC MoM (for project related purchases) is attached, as applicable.

5. Previous Reference :

S NO.	STATUS OF PREVIOUS PURCHASE		
1.	Whether equipment has been purchased earlier?	Yes	No.
2.	If yes, date of purchase and its cost	Date	₹.
3.	Present status of the equipment		

6. Purpose/ Justification of the purchase

Signature of Indenter: _____

Recommended/ Not Recommended (Pls. tick any one)

HOD/Section In-charge
(Signature with Date)

Note: DPC MoM to be enclosed with indent form.

SECTION – II

To be signed by respective officer for following type of items:

(For items such as Desktops, Printers, Scanners, Softwares, IP Phones, CCTVs, Projectors, E-Podiums, Biometric Machines etc.)	Head, Computer Center	Recommended/ Not Recommended (Pls. tick any one) (Signature)
(For furniture related items such as Workstations, Almirahs, Beds, Chairs, Tables etc. or other electrical items such as Airconditioners, Cleaning Machines, Grass Cutter machinery, Trolley etc.)	Estate Officer	Recommended/ Not Recommended (Pls. tick any one) (Signature)
(For Sports and Gymnasium (Indoor/Outdoor) related items)	SAS Officer	Recommended/ Not Recommended (Pls. tick any one) (Signature)

Remarks _____

(Attach additional sheet(s), if required)

(Signature)

SECTION - III

(Statutory Approvals by the Competent Authority)

Budgetary Cost of the Equipment/Machine/Software/Instrument etc.

Sanctioned Grant	Expenditure till date	Balance Available	Funds Available / Not Available

Accounts Section

Superintendent (S&P)

Assistant Registrar

Registrar

Director