



# 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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Date:

### INDENT FORM

(FOR INFRASTRUCTURE & REPAIR MAINTENANCE RELATED WORKS)

#### SECTION-A (REQUISITION)

To be filled by the Indenting Department/Section/Office

1. Name of the Department .....
2. Name & Designation of Requesting Official .....
3. Location of the Work Required .....
4. Name of the Work to be done and Description/Justification of the Work .....

Signature of the Requesting Official

Recommended/Not Recommended (Pls tick any one)

Signature of HoD/Section Head

Date: \_\_\_/\_\_\_/\_\_\_\_\_

**SECTION-B (DETAIL SHEET)**  
**To be filled by Estate Office/Planning & Development**

F.No. ....

Date: .....

- 1. **Name of the Work** .....  
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.....  
.....
- 2. **Location** .....
- 3. **Category (Civil/Electrical)** .....
- 4. **Requirement Received or Self Initiated by the Estate Office** Requirement Received  Estate Office
- 5. **Estimated Cost** Rs. ....
- 6. **Estimate Prepared as per** CPWD/DSR/Market Rates/GeM etc.....
- 7. **Weather Schedule of Work/Quantity enclosed (√ one)** YES  NO
- 8. **Proposed Mode of Work (Open Market/Spot Quotations/OEM/Limited Tender/NIQ/Open Tender)** .....  
.....
- 9. **Tender to be published on** GeM  CPPP  Institute Website
- 10. **Proposed time of Publicity (in days)** .....
- 11. **Justification/Description of the Work** .....  
.....  
.....  
.....  
.....

*Submitted for kind consideration and approval please.*

**Name & Signature of Concerned Junior Engineer:**

Date:.....

**SECTION - C (RECOMMENDATION/FORWARDING)**

A. Comments of Section Head of Dept./ Executive Engineer/Estate Officer : .....

.....

.....

Recommended/Not Recommended (Please ✓ one)

**Signature of  
Section Head/Executive Engineer/Estate Officer**

B. **Recommendation of Committee for Minor Repair & Maintenance Works**  
(In case of work below Rs. 5 Lacs.)

(Care Taker)                      Associate Dean (P&D)                      Dean (R&C)                      Dean (Academics)

C. Comments of Dean (P&D), if any : .....

*[Proposed Committee Members* .....

*(in case of work above 5 Lacs)]* .....

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**Signature of Dean (P&D)**

**SECTION - D (FUND AVAILABILITY BY FINANCE SECTION)**

Name of Work: .....

File No..... Date: .....

Sanctioned Grant	Expenditure Till date	Balance Available	Fund Available/Not Available

**Signature of Dealing Official**

Name & Designation: .....

*Submitted for Approval as Proposed above.*

**(Registrar)**

**(Director)**