



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 > ₹5,00,000/-)

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 duly approved by Competent Authority 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 _____

(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

Superintendent (Accounts)

Assistant Registrar (Accounts)

Remarks of Central Purchase Committee (CPC)

Recommended for purchase through following mode:

- ☐ Through GeM (L1 Comparison)
 ☐ Through Limited Tender Enquiry (Offline)
- ☐ Through GeM (Bidding)
 ☐ Through Advertised Tender Enquiry (Offline)
- ☐ Through CPPP (Open Tender)
 ☐ Through Rate Contract
- ☐ Through Quotations (Open Market)
 ☐ Through Proprietary Mode
- ☐ Any Other Mode, Please Specify _____

CPC Comments: _____

Concerned Indenter

Concerned HoD

Supdt. (S&P)

Assistant Registrar

Incharge (S&P)

Chairman, CPC

Registrar

Director