



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर  
हमीरपुर (हि.प्र.) – 177 005 (भारत)  
**NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR**  
HAMIRPUR (H.P.) - 177 005 (INDIA)

(An Institute of National Importance under Ministry of Education (Shiksha Mantralaya))



**INDENT FORM**

No. \_\_\_\_\_

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

Department / Centre / Section	Indenter's Name	Designation

Item (s) Name	Item Type- (Consumable/ Non- consumable/ Repair case etc.)	Brief Description of item to be procured along with justification (Enclose separate sheet, if required)	Number/ quantity of item required	Estimated Cost per unit (in Rs.)	Total tentative Cost of the item (s) (in Rs.)
1.					
2.					
3.					

<b>Chargeable Head</b>	
<b>Proposed Mode of Procurement as per GFR- 2017*</b>	(GeM , Direct Purchase/ Purchase Committee/ Open Tender/Limited Tender/ Proprietary basis etc.)

\*If the mode is other than GeM, Indenter to specify reasons and submit GeM non availability certificate

**Description of previous purchase of the above Item (if any):**

In Working Condition	
Not in working condition	

Signature of Indenter

**Recommended by** (Head/PI/TPO/CW/XEN/Section Head/..)

(Minutes of DPC to be enclosed)

(Minutes of IPC/ PPC to be enclosed for items costing more than Rs. 5 Lac)

**Administrative Approval**

The purchase case for procurement of \_\_\_\_\_ at an estimated cost  
of Rs \_\_\_\_\_ through mode of procurement as \_\_\_\_\_  
\_\_\_\_\_ is recommended and is submitted for seeking administrative approval by competent authority.

**Recommending Officer(s):** -----

(Approved / Not Approved)  
**Competent Sanctioning Authority**