

PDDM

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN & MANUFACTURING JABALPUR**

(PROCUREMENT INDENT FORM)

1. Name of the Indenter:

2. Designation & Dept. / Centre / Section :

3. The following stores / Items/ equipment may be acquired as early as possible :

SL. No.	Name of Items/ Equipment with general specification.(Attach separate sheet if required) *	Qty	Present Stock Position	Estimated Cost	Purpose & Justification if necessary

4.Nature of Indent Items / Store :

a. Equipment / Machinery / Furniture / Fixture :

b. Consumable / Non-consumable :

5. Whether Items are available indigenously or to be imported :

6. Whether new or replacement item :

7. If Replacement item, furnish the details :

8. Budgetary head (plan / Non plan / Project No.) :

9. Name of the Inspecting authority (if any) :

10. Expected delivery period :

11. Possible source(s) of supply (List to be attached) :

Certificate

It is certified that no surplus stock of the indent items (s) is lying in the Section.

Date:

Signature of the Indenter

Availability of funds Under Head

DR (Fin. & Acct)

APPROVED / NOT APPROVED

Dy. Registrar/ Registrar / Director

File No:

PO. No.

(to be allotted by Purchase & Store Department)

*Specifications of the items be signed by the indenter and copy attached for reference.

*Separate indents may please be given for different kind of items.