



भारतीय सूचना प्रौद्योगिकी, अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN AND MANUFACTURING, KANCHEEPURAM

Purchase Indent – Equipment / Non Consumable / Software

To be filled in Purchase section.

Indent No.

Date:

Indenter Name:

ID No:

Date:

Email:

Section:

Type of Indent: Proprietary/ Proprietary Usage/ Limited Tender/ DGS&D Rate Contract/ GeM/
(Strike out whichever is not applicable).

Type of Item: Imported/ Indigenous / Both
Requirement: Fresh/ Additional/ Replacement
(Strike out whichever is not applicable).

Preferred Delivery Date:

S.No	Description of Item with specifications (If required attach separate sheet)	Quantity	Unit Rate(INR)	Total (INR)

Purpose for Which Item Is Indented

Previous Purchase Details (if Available)

Name Of the Equipment	
Date of Purchase	
Cost of the item	
Quantity Available	

CERTIFICATE

- I. Certified that specifications are complete and correct to meet the requirement fully.
- II. Item is not available under GeM.
- III. All Civil/Electrical Requirement is taken care and site is ready for installation.
- IV. Item not available/ Additional quantities required.

Signature of Indentor

Head of the Department

ACCOUNTS SECTION:

Department:

Fund available: Yes/ No

Balance Fund available after booking this commitment: Rs.

Head of Account:

AR/DR/JR

RECOMMENDATION OF SPC

(FOR INDENTS COSTING MORE THAN RS.5.00 LAKHS AND PAC PURCHASE) / NA

Sl. No of the Priority list:

Year:

Department:

Recommendation sheet of SPC enclosed

Supdt. (S&P)

Recommended/Not-Recommended

Registrar

Approved/Not Approved

Director