

**INDENT FOR PURCHASE**

For Administrative Approval of Competent Authority related to items to be procured  
during Financial Year 20.....

**(Separate Indent form is to be used for each mode of Purchase)**

1. Name of Department /Section :  
2. Detail of Item(s) to be Procured :

S.No	Detailed Generic specification(s)	Qty. To Procure	Estimated Unit cost (Rs.)	Total estimated cost of procurement (Rs.)	Indigenous/ Imported item(s)

Please attach separate sheet for detail

3. Justification of Proposed Procurement :

4. Mode of Purchase (as per GFR 2017) :  
A. Through GeM Portal (If available)  
B. If not available on GeM Portal  
i) Through Limited Tender Inquiry (NIQ)  
ii) Through Rate Contract.  
iii) Through Local Market Survey.  
iv) Through Advertised Tender.  
v) As Proprietary Item.

5. Recommendation of DPC attached (Yes/No) :

6. Nature of Item to be Procured (Consumable/Non-Consumable)

7. Availability of Fund (under GIA / Project ) :  
a) Budgetary Provision, as per Allocation \_\_\_\_\_  
b) Less : Funds already utilized during year \_\_\_\_\_  
c) Less : Estimated amount of present proposal \_\_\_\_\_  
d) Available Fund, in hand \_\_\_\_\_

(Signature of HOD/ Section In –charge)

P.T.O

ACCOUNTS

- 1. Total Value of the Proposal : \_\_\_\_\_
  
- 2. Fund available /Not available : \_\_\_\_\_  
(w.r.t. Point #7)

(Jr. Accountant)

(AAO)

(PI, A&A)

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RCOMMENDATION OF DEAN, P&D

- Proposal is forwarded for Administrative Approval.

(Dean, P&D)

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Approved /Not Approved.

Director  
SLIET, Longowal

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- After this, it will be sent to S&P Section for further necessary action.