

**NETAJI SUBHAS INSTITUTE OF TECHNOLOGY
AZAD HIND FAUJ MARG, SECTOR – 3, DWARKA, NEW DELHI 78**

NORMAL/URGENT/EMERGENT

INDENT FORM

NAME OF THE DIVISION/SCHOOL: _____

DATED: _____

Sub: The requisition for Consumable/Non-Consumable (Strike out which ever not applicable) items.

Ref: :

S. No.	Name of the item with complete specification (Attach extra sheet if required)	Unit	Actual Quantity required	Already available in the lab	Approx. Cost (Rs.)	Purpose (Tick relevant)	Remarks, if any
						1. Research Work 2. Project Work 3. Practical/Trg. Programme of UG/ PG Students. 4. Replacement of Old/Un-Serviceable obsolete items in Lab	

Justification for procurement (extra sheet may be used if required):

Certificates:

1. The specifications in term of quality, type etc. and also quantity of goods to be procured is clearly spelt out keeping in view of the specific needs of the procuring department
2. The specifications given above are to meet the basic needs of the department without including superfluous and non-essential features which may result in unwarranted expenditure.
3. The specifications are broad-based to the extent feasible. Efforts are made to use standard specifications, which are widely known to the industry.
4. Certified that I have checked the indent and further certify that details and specifications of all accessories/add-ons/power supply/software required for installation/ operationalisation of indented main equipment, have been indented in this indent.
5. A list of suppliers is attached, (if known).

HEAD OF THE DIVISION/SCHOOL

(INDENTOR with complete Name and Designation)