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|  | राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश**NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH**Near National Highway No. 16, Kadakatla, Tadepalligudem – 534101 West Godavari District, Andhra Pradesh, India |

### PROCUREMENT INDENT/ REQUISITION FOR MATERIAL MANAGEMENT

FORM - I

**INDENT FOR THE PURCHASE OF: *(Tick the relevant)***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| NON-CONSUMABLE ASSET |  |  | CONSUMABLE ASSET |  |  | CONSULTANCY |  |
|  |  |  |  |  |  |  |  |
| SOFTWARE  |  |  | SERVICES |  |  | REPAIRS |  |

**DEPARTMENT/ SCHOOL/ SECTION/ CENTRE/ CLUB/ EVENT:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Indent No: Date:**

|  |
| --- |
| **Name of the Indenter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Contact No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **E-Mail ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Name of the Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Contact No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **E-Mail ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Approval for the purchase of the following goods may please be accorded. The relevant information has been furnished below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Name of goods & specifications** | **Qty** | **Unit Cost** | **Estimated Cost** |
|  |  |  |  |  |
| **A total number of items:** | **Total Estimated Cost:**  |

***NOTE:***

*a) Separate sheet to be attached for technical specifications (if required) and justification of indent is mandatory.*

*b) In case of* ***indent for repair****, mention Date of purchase, Cost of equipment, and Ledger Number*

|  |  |  |  |
| --- | --- | --- | --- |
| ***a.*** | Installation/ Commissioning of the item shall be done by | : | **Indenter/ Supplier/ Manufacturer** |
|  |  |  |  |
| ***b.*** | Estimated useful life of the equipment (in months) | : |  |
|  |  |  |  |
| ***c.*** | Availability of Spares | : | **Yes/ No** |
|  |  |  |  |
| ***d.*** | Ease of Maintenance | : | **Easy/ Moderate/ Difficult** |
|  |  |  |  |
| ***e.*** | Requisite Delivery Period (in days) | : |  |
|  |  |  |  |
| ***f.*** | Installation requirements like area, power, civilworks etc. are ready | : | **Yes/ No** |
|  |  |  |  |
| ***g.*** | If Not, the expected time by which requirements will be completed (in days, if indent is forwarded)Also, Specify the location  | :: |  |
|  |  |  |  |
| ***h.*** | Whether Training required | : | **Yes/ No** |
|  |  |  |  |
| ***i.*** | Whether list and/or specifications attached on separate sheets separately to this indent?  | : | **Yes/ No** |

It is requested that the proposal may be approved to purchase the above item(s) as per the Material Management rules of the Institute.

**Documents required from the bidder: (Indenter has to tick whichever are necessary)**

1. Turnover statement for the last 3 years.
2. Previous Purchase / Work Orders relevant to the proposed goods / services
3. Any other certifications / pre-requisite qualifications sought by DPC:

|  |  |  |
| --- | --- | --- |
| **Head of the Department/ School/ Section/ Centre/ Club/ Event** |  | **Signature of Indenter** |
| Date : |  | Date : |

|  |  |  |
| --- | --- | --- |
| **Officers** | **Statement/ Remarks** | **Signature** |
| **Authorized departmental stock/ store representative** | It is certified that the stock/services are not available in the departmental stores/maintenance of the equipment/ item is required.  |  |
| **Departmental Purchase Committee (DPC)** | **Recommended/ Not Recommended** along with specifications of indented goods. Also, the tender/ quotation enquiry, if any is vetted by us and found that the indent is broad based & do not have any restrictive parameter to suit a particular bidder. The purchase may be processed as per Material Management Rules of NIT Andhra Pradesh.*Remarks if any:* | **Member 1****(Indenter)****Member 2****Member 3****Chairman** **(DPC)** |

***Please send this indent (with enclosures, if any) along with the granted Financial Approval form to GEM Cell for further processing of procurement***

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Separate Sheet for the list and specifications of indented items vide Indent no.: \_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Name of goods & specifications** | **Qty** | **Unit Cost** | **Estimated Cost** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **A total number of items:** | **Total Estimated Cost:**  |

|  |  |  |
| --- | --- | --- |
| **Member 1****(Indenter)** | **Member 2** | **Member 3** |
|  | **Chairman****(DPC)** |  |

\* The DPC members shall sign all pages of the Indent form and also on a Separate sheet, if any