

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA
INDENT SLIP E: For Procurement of Services/Work

Indent No:

Date:

Name of Indentor/s: Indentor's Mobile:

Department/School/Section/Cell: Budget Head (Plan/Other):

Category of the Services (Tick the relevant)

Outsourcing		Consultant Services		Work/Any Other	
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S. No.	Name of Service/Work	Qty	Estimated Cost
1			
2			
3			
4			
5			
Total Estimated Cost			

Please ensure to attach the following documents

No.	Particulars	Attached (Yes/No)
1	Scope of Work/Services	
2	Bid/Tender Document (As per format)	
3	Buyer Added Terms and Conditions	
4	Performa for Technical Bid based on Minimum Eligibility Requirement	
5	Performa for Financial Bid (in Excel format only)	

Note: The process for acquiring above Service/Work should start at least 3 months before the expiry of existing/new contract.

1. Certified that the above service/work is essentially required for smooth functioning of the Institute.
2. Relevant MOP (List is available on website) is attached (Yes/No)
3. Soft copy of Bid/Tender Document is sent @ stores@nitkr.ac.in (Yes/No)

Indentor's Signature

A copy of recommendations of the Concerned Departmental/Sectional Committee for above service/work is enclosed (Yes/No).

Signature of the Head with **Stamp**

Account Section (For approval of funds on MOP)

Central Store