

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA

**INDENT SLIP E: For Procurement of Services/Work**

Date: .....

Indent No: .....

Name of Indentor:.....

Indentor's E-mail: .....

Indentor's Mobile: .....

Department/School/Section/Cell: .....

Budget Head (Plan/Other): .....

**Category of the Services (Tick the relevant)**

Outsourcing		Consultant Services		Work/Any Other	
-------------	--	---------------------	--	----------------	--

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 along with Buyer Added Terms and Conditions	
2	Bid/Tender Document (As per format)	
3	Performa for Technical Bid based on Minimum Eligibility Requirement	
4	Performa for Financial Bid ( <b>in Excel format only</b> )	

**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](mailto: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**