

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA

**INDENT SLIP C: (For Consumable/Non-Consumable Items)
(For Procurement upto ₹ 1,00,000/-)**

Indent No:

Date:

Name of Indentor's: Indentor's Mobile:

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

Category of the Purchase (Tick the relevant)

Plant		Machinery		Furniture	
Fixture		Computer Peripheral		Any Other	

S. No.	Name of Good to be Procured	Qty.	Estimated Cost (As indicated in GeM)
1			
2			
3			
4			
5			

Note: The estimated cost should be mentioned on higher side of 10% as indicated in GeM.

Indentor Certifies that

- Above item is essentially required for smooth functioning of the Department/School/Section/Cell.
- MoP-I** is attached.....(Yes/No).

Signature of the Head with **Stamp**

Indentor's Signature

Assistant Registrar (Accounts): For allocation of funds on MoP-I

Assistant Registrar
(Stores & Purchase)

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA-136119

JUSTIFICATION FOR PROCUREMENT OF NON-CONSUMABLE ITEMS

1. Details of Non-Consumable Items Required:

Sr. No.	Name of Item	Specification	Quantity	Approximate Cost
1.				
2.				
3.				
4.				
5.				

2. Justification for Procurement:

(If the requirement is related to the replacement of an existing item, the write-off proceedings of surplus/obsolete/unserviceable items as per GFR-217 have been completed – (Documents attached)).

3. Availability of Existing Items:

Existing Item	Available	Quantity	Present Condition	Remarks
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4. Certification by Indenting Official:

Certified that the requirement of the above-mentioned non-consumable item(s) is genuine and necessary for academic/research/administrative purposes of the department/section. Further certified that the item(s) are not available in sufficient quantity within the department.

Name & Signature: _____

Designation: _____

Department: _____

5. Recommendation of the Departmental Purchase Committee & Head of Department:

Recommended / Not Recommended

Remarks, if any:

Name

Signature with Date

1.

2.

3.

4.