



ADMINISTRATIVE APPROVAL

From _____
(Name of the Indenter, Designation and Department)

The following items may required by the department of the Institute:

Sr. No.	Items with detailed specifications (Features, Quality, Type etc)	Purpose/Justification	Quantity required (in Kg/Ltrs/Unit)	Preferred SKU (if any)	Approx. Unit Price (INR)	Approx. Total Cost (INR)	Remarks

Note: In case of Proprietary items, indenter should provide proprietary certificate as per rules No.166 GFR Certified that the specification of this Indent are Generic and brand based without having any restrictive parameters to suit any particular source of supply.

- 1) Budget Head (Plan/ Non-Plan/Centre) : _____
- 2) Type of Indent: Equipment/ Capital/ Consumables/Service/Others _____
- 3) Source : Local/ India/Foreign _____
- 4) Whether Items are available in Central Stores : Yes/ No
- 5) Quantity already in Stock, if any _____
- 6) Delivery Period (In No. of Days/Weeks/ Months) _____
- 7) Installments in which Delivery required _____
- 8) Installation/Commissioning of the items shall be done by : Indenter / Vendor
- 9) Installation requirements like are, power, civil work etc. are ready : Yes/ No
- 10) If no, expected time by which requirements will be completed _____
- 11) Whether training required : Yes/No
If yes, provide justification/reasons: _____

Certified that the specifications of the item required in the indent are broad based and do not have any restrictive parameter to suit a particular bidder.

You are requested to kindly accord the approval.

Signature of Indenter

Signature of Dept./Sect. Head

CAO

Approved / Not Approved

DIRECTOR