



राष्ट्रीय प्रौद्योगिकी संस्थान गोवा NATIONAL INSTITUTE OF TECHNOLOGY GOA

फर्मागुडी, फोंडा, गोवा - 403 401, इंडिया
Farmagudi, Ponda, Goa - 403 401, India

Website : www.nitgoa.ac.in

Phone / दूरभाष : 0832-2404206

Dept. Ow No. _____ dt. _____ Purchase office lw No. _____ dt. _____

INSTITUTE PROCUREMENT (Excluding SEED MONEY Purchase) INDENT CUM ADMINISTRATIVE AND FINANCIAL APPROVAL FORM

(To be submitted to the Director for Approval)

Date:

Indenting Department Name: _____

Indenter Name: _____

Type of Purchase : Goods ☐ Services ☐ Works ☐

Type of Goods (if any): Non-Consumable ☐ Consumable ☐

Description of Procurement (Goods, Services, Works)					
Sr. No.	Name of Goods/Services/Works	Quantity	Unit Value	Spec. Attached (Yes/No)	Total Price in Rs.
1					
2					
3					
4					
5					
Total Amount requested to be sanctioned for Purchase in Rs.					
Note: Attach separate list as per the format if no. of goods to be procured are more than 05					

Declaration:

I hereby declare that the specification is attached herewith and quantity mentioned above is as per the demand of the department/Institute.

I also declare that the goods at sr. no. _____ are available/ not available in Government e-Marketplace.

I hereby Request to give administrative and financial approval for purchase of Items mentioned as per General Financial Rules 2017.

It is also requested to constitute the following proposed committee for purchase of the same.

I declare that the above information given is true.

1. _____ (Chairperson) 3. _____ (Member)

2. _____ (Member) 4. Registrar -Incharge (Member Secretary)

Indenter (HOD _____) Dean P&D (AR PUR-I/C) Registrar I/C

DIRECTOR