



**भारतीय सूचना प्रौद्योगिकी संस्थान राँची**  
**Indian Institute of Information Technology Ranchi**  
(An Institute of National Importance under an Act of Parliament)  
Ranchi, Jharkhand, India

**Institute Procurement Form**

1. Name of Indentor
2. Designation
3. Deptt./Section
4. Following items may kindly be processed for procurement as early as possible:

SN	Nature of items with general specifications	Quantity	Present stock	Estimated cost	Justification of Purchase

5. **Nature of indent items/stores:**

a) Equipments/Machinery/Furniture/Fixtures:

b) Consumable/Non-consumable:

Recommendation of FIC/Head of the Section

Signature of Indenter

**CERTIFICATE**

It is certified that no surplus stock of the indent item(s) is lying in the Deptt./Section.

Date

Signature of FIC/Head of the Section

**Purchase Section:**

6	Whether items are available indigenously or to be imported:		
7	Whether new items or replace items:		
8.	If replacement item, furnish the coded registration no. :		
9.	<b>Procurement Method:</b>	<b>Tick Any One (✓)</b>	<b>Remarks (If any)</b>
a)	E-Procurement		
b)	GeM		
c)	Purchase committee (Market Survey)		
d)	Single Tender Enquiry		
e)	Proprietary Item(s)		
10.	Budgetary Head :		
11.	Expected delivery period		
12.	Possible source of supply :		
13	Recommendation of the IPC must be enclosed :		

Above proposal for the purchase is approved

Dealing Asstt

Head of the Section

Registrar/ Director

- Note
1. Purchase proposal within delegated financial power need be approved by the concerned
  2. After approval so obtained, indent be sent to purchase section for processing along with all relevant documents.

File No. \_\_\_\_\_ (To be allotted by S&P Section)