

INDENT FOR PURCHASE OF STORES

FORMAT

INDENT NO:

DATE:

1. Details of Stores to be purchased:

Sl No.	Specification including relevant standards, brand names etc.,	Item Code	Unit	Stock available	Stock pending supply	Order Qty.

2. Source of supply, if known :
3. Indicate expected consumption period of present procurement. :
4. Operational area which require the stores :
5. Previous year quantity ordered :
6. Previous order during (Month/Year) :
7. Indicate the period by which the procured items should be made available :
8. Rate during previous order(Rs./per unit) :
9. Current year so far ordered quantity :
10. Approximate value of purchase :
11. Head of Account :
12. Name of work(Estimate Number) :
13. Budget Provision :
14. Source to meet expenditure if budget provision is inadequate/not available :
15. Reference to the approval of HOD/ CHAIRMAN/BOARD in the case of T & P items / Proprietary/Specific Brand Item. :
16. Special conditions, if any :
17. Additional remarks, if any :
18. Justification for the proposal :

HEAD OF DEPARTMENT