



नेशनल इंस्टिट्यूट ऑफ फाउंड्री एंड फोर्ज टेक्नोलॉजी
(मानव संसाधन विकास मंत्रालय के अधीन एक स्वायत्त संस्थान)
NATIONAL INSTITUTE OF FOUNDRY & FORGE TECHNOLOGY
(An Autonomous Institute of Govt. of India Under the MHRD Department of Secondary & Higher Education, New Delhi)
हटिया, राँची - 834003 (झारखण्ड) / HATIA, RANCHI - 834 003 (JHARKHAND)

भंडार एवं क्रय अनुभाग - STORE & PURCHASE SECTION

Form No. - SP/04

STORE INDENT FOR EQUIPMENT / MACHINERY

1. Name of Indentor with Designation:
2. Name of Equipment:
3. Estimated Cost: Rs.Words (Rupees: only).
4. Quantity required:
5. Quantity in Stock in Lab:
6. Funds: Institute / Project:
7. Whether included in the list (Institute List / Project List) : Yes / No
8. Whether Proprietary Item (Yes / No):
9. Specifications:
.....
.....
10. Source of availability (In case the cost of Equipment is <25 Lakhs) – List enclosed

Recommended and forwarded

Signature with date

HOD / In-charge :

(Note: For Sr. No.9 & 10, separate sheets may be attached, If required)

For Office Use Only

Funds availability details (Seal)

Availability of items on GeM:

Yes / No

Asst. Registrar (S&P)

(a) Checked and found in the list (Yes / No):

(b) Funds available (Institute / Project):

(c) Mode of Purchase:

Recommended / Not Recommended

Approved / Not Approve :
(Competent authority)

REGISTRAR

DIRECTOR