



राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर
NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR
Imphal, Manipur, Ph.(0385) 2058566 / 2445812
E-mail : director@nitmanipur.ac.in, Website : www.nitmanipur.ac.in
An Autonomous Institute under Ministry of Education, Govt. of India

BASIC APPROVAL FOR PURCHASE OF EQUIPMENT/NON-CONSUMABLES/SOFTWARE

To be filled in by Purchase Section

Indent No.

Date

Indenter Name	
Email	
Section	
Type of indent: (Proprietary/ Proprietary Usage/ Limited Tender/LPC/GeM)	
Type of item: (Imported/Indigenous/ Both)	
Requirement: (Fresh/Additional/Replacement)	
Head of Account name	
Budget sanctioned	
Amount already spent/committed	
Amount available	

S. No.	Description of item with complete specifications (if required attach separate sheet)	Quantity	Unit Rate (INR)	Total (INR)

Provide justification for this item and its usage:

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Is (Are) similar equipment(s) / instrument(s) available in the institute ISTEM Portal? YES / NO

If "Yes", provide justification for additional procurement:

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Did you purchase this item earlier? If yes, provide details.

Name of the Equipment	
Vendor Name	
Date of purchase	
Cost of the item	
Quantity Available	

CERTIFICATE

- I. Certified that specifications are complete and correct to meet the requirements.
- II. Item is be procured from GeM.
- III. Site is completely ready for installation.

Signature of the Indenter

Head of Department

Dean (R & C)

ACCOUNTS SECTION

Department	
Head of Account	
Funds available: Yes/No	
Balance of Funds available after booking this committed expenditure	

Assistant Registrar

Approved/Not Approved

DIRECTOR