

INDENT FORM FOR PURCHASE OF STORES

1.	Case Section					
Sl. No.	Name of the items	Specification	Balance	Quantity	Rate	Amount
2.	Justification for purchase		:			
3.	Urgency/Schedule purchase		:			
4.	PAC/Non-PAC		:			
5.	Name and address of the supplier		:			
6.	Single quotation/Limited tender		:			
7.	Plan/Non-Plan		:			

INDENTOR
 HEAD/INCHARGE OF THE DIVISION

(to be filled by office only)

Budget Head:

Position of funds

Dealing Assistant:

Section Officer

Approved

Director