



# सरदार पटेल विश्वविद्यालय मण्डी

## Sardar Patel University Mandi

(A State Government University)  
Near Paddal Ground, Mandi -175001  
(Established Under H.P. Legislative Assembly Act 03 of 2022)

### INDENT

No. \_\_\_\_\_

Date: \_\_\_\_\_

Department / Centre / Section	Indenter's Name	Designation

Item (s) Name	Item Type- (Consumable/ Non-consumable/ Repair case etc.)	Brief Description of item to be procured along with justification (Enclose separate sheet, if required)	Number/ quantity of item required	Numbers of available quantity stock	Net Quantity required	Estimated Cost per unit (in Rs.)	Total tentative Cost of the item (s) (in Rs.)

Proposed Mode of Procurement as per HPFR- 2009 or GFR-2017 (Please tick one).	HPFR- 2009 <input type="checkbox"/> or GFR-2017 <input type="checkbox"/>	Direct Purchase/ LPC / GeM / Limited Tender / Open Tender Proprietary basis / through Govt. agency etc.	To be filled by purchaser
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(Signature of Indenter)

Name & Desi. \_\_\_\_\_

Recommended / Not Recommended

Date :

(HOD / Branch Officer)

- Forwarded to Store Purchase Officer for necessary action.

Comments of Store Incharge:- 1. Quantity available in store / stock = \_\_\_\_\_ issued.  
2. Quantity required to be purchased = \_\_\_\_\_  
3. Tentative amount involved in purchase = \_\_\_\_\_

Minutes of Central Purchase Committee / Local Purchase Committee recommending the above purchase are enclosed herewith.

Store Incharge

Store Purchase Officer  
(Date : \_\_\_\_\_)

--- PTO ---

- Forwarded to the Finance Officer for recommendations.

### Recommendations

- Above procurement proposal is not found in order **or** needs to be re-examined due to the following reasons :-
  
- Proposal is found in order. Expenditure pertains to the Head \_\_\_\_\_ and the budget position is as under :-

Sanctioned Budget under chargeable head	Cumulative total of previous Indents	Balance	Remarks
			Purchase proposal Recommended / Not Recommended

Budget Asstt.

Supdt.(Acctts)

Finance Officer

(Date : \_\_\_\_\_ )

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### Administrative Approval

The purchase case for procurement of \_\_\_\_\_ at an estimated cost of Rs \_\_\_\_\_ through mode of procurement as \_\_\_\_\_ is **Approved / Not Approved**.

**Registrar**

Competent Sanctioning Authority

Date :

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- Copy to the Store Purchase Officer for information and necessary procurement.