

**NIT ANDHRA PRADESH**

Office of Dean, Planning & Development

**Indent for General Requirements under OH-35 (Only above Rs. 5000/- per item)**

Reference No.

Date:

Department/ Section:

No.	Item with Description / Specifications	Quantity No.	Purpose	Location	Room No.

Requestor

Head of the Department

**For Office Use**

<b>Review of Request done</b>	YES / NO	<b>Physical Visit done</b>	YES / NO
<b>Recommended the Item (s)</b>	YES / NO	If No, mention the reason	
<b>Per Quantity Cost – Approx.</b>	Rs.		
<b>Total estimated Cost</b>	Rs.		
<b>The items are available in Stock</b>	YES / NO	<b>Quantity No.</b>	
<b>To be Procured</b>	YES / NO	<b>Quantity No.</b>	
<b>Mode of Purchase</b>	<b>Direct Purchase</b>	<b>LPC</b>	<b>GeM</b>
<b>ODPD Staff</b>		<b>Approved / Not Approved</b>	
<b>Stock Registered details if the items supplied successfully.</b>		<b>Vol.</b>	<b>Page No.</b>
<b>Date:</b>		<b>Dean, P &amp; D</b>	
<b>Issued Quantity No.</b>		<b>S.No.</b>	
<b>Bill Amount Rs.</b>			

Closure Date of the request:

Requestor / HoD

ODPD Staff

Dean, P & D