

RUSTAMJI INSTITUTE OF TECHNOLOGY

BSF ,TEKANPUR

To,
The Principal
RJIT,Tekanpur

Indent/Demand Slip

Date :-

Respected Sir,

There is a need to provide/Procure following Items for requirement of
.....(Location) in(Department) for the purpose of

Regarding this item it is known that .. (Pl. tick appropriate option)

- ☐ This Item has never been purchased for above use
- ☐ The Item at given Location is defective and beyond economic repairs
- ☐ It is an approved addition to existing stock
- ☐ It is a consumable/Expendable Item

S.No.	Name of Item	Specification	Quantity	Unit Rate(Approx. if known)	Amount(Approx.)

(ATTACH EXTRA SHEETS IN ABOVE FORMAT IF REQUIRED)

Head of Department

Sign of indent raiser

.....
(For office use)

Type of purchase :- LPC/ Direct /Tendering

GFR No.....

For direct purchase

The rates as obtained from M/s(Name and add. Of supplier firm).....are

Rs.....as per quotation(enclosed) provided by them/as per telephonic discussion on
Phone number

Store I/C