

**NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING, MUMBAI**  
**ADMINISTRATIVE APPROVAL**

Ref.No:.....

Date: .....

From: .....  
(Name of the Indenter, Designation and Department)

The following items may required by the department of the Institute:

Sr. No.	Items with detailed specifications (Features, Quality, Type, etc.	Purpose/ Justification	Quantity required (in Kg/Ltrs/Unit)	Preferred SKU (If any)	Approx. Unit Price (INR)	Approx. Total Cost (INR)	Remarks

Note: In case of Proprietary items, indenter should provide proprietary certificate as per rule No.166 GFR

Certified that the specification of this Indent are Generic and brand based without having any restrictive parameters to suit any particular source of supply.

- 1) Budget Head (Plan / Non-Plan / Centre): .....
- 2) Type of Indent : Equipment / Capital / Consumables / Service/others
- 3) Source: Local / India / Foreign
- 4) Whether Items are available in Central Store: Yes / No
- 5) Quantity already in Stock, if any: .....
- 6) Delivery Period (In No. of Days / Weeks / Months): .....
- 7) Installments in which Delivery required: .....
- 8) Installation/Commissioning of the Items shall be done by: Indenter / Vendor
- 9) Installation requirements like are, power, civil work etc. are ready: Yes / No
- 10) If no, expected time by which requirements will be completed: .....
- 11) Whether training required: Yes / No

If yes, provide justification/reasons: .....

Certified that the specifications of the item required in the indent are broad based and do not have any restrictive parameter to suit a particular bidder.

You are requested to kindly accord the approval.

Signature of Indenter

Professor-in-Charge

Registrar

DIRECTOR