

Indian Institute of Information Technology, Allahabad

(An Institute of National Importance by Act of Parliament)

Indent Form (only for items available at **Annexure -A**)

Indent Number: _____

Date: _____

Following material required for (Dept./Sec/Cell): _____

Location: _____

Sl No.	Detail of Materials	Purpose	Quantity Demanded	Quantity Approved
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____
19.	_____	_____	_____	_____
20.	_____	_____	_____	_____

Name of Indenter: _____

Recommendation of HoD/Incharge (Dept./Sec/Cell.)

Designation of Indenter: _____

Approved / Not Approved

Signature of Indenter: _____

Director / J.R.(Store)

Received the items No./s.....

Signature Receiving Officer/Employee

Note: Incomplete Indent form will not be entertained.

Stationary Items

S.N	Item	S.N	Item
1	A4 Color Paper	43	File Board
2	A4 Size Brown envelop Cloth	44	Flag Tri Color
3	A4 size Photo Paper	45	Gate Pass Book
4	A4 Size White Paper	46	Green Sheet
5	A4 Sticker Paper	47	Gum Bottle
6	All Pin	48	Heavy Duty Punching Machine
7	Attendance Register	49	Highlighter
8	Binder Clip	50	I Card Holder
9	Bond Paper	51	I Card Plastic Sheet
10	Box File	52	Ink Pad
11	Button Folder	53	Ink Pad (Red Colour)
12	Buzzer Bell	54	Institute Letter Head
13	Calculator	55	Knife Big
14	Candle	56	Knife Small
15	Carbon Paper	57	Legal Paper
16	Card Sheet	58	Lamination Sheet
17	Card Sheet for I-Cards	59	Lock
18	Cash Book	60	Log Book
19	CD Marker Pen	61	MB Book
20	CD-R (Loose)	62	Name Plate
21	CD-R (Pack)	63	Normal Dot Pen
22	CD-RW	64	Note Pad
23	Cell (AA)	65	Notice Board
24	Cell (AAA)	66	Notice Board Pin
25	Cell Tape Dispenser	67	Numbering Machine
26	Chart Paper	68	Office File
27	Cloth A3 Size envelops	69	Paper Tray
28	Cloth A4 Size envelops	70	Paper Weight
29	Comb	71	Pen (Butter Flow)
30	Dispatch Register	72	Pen Holder
31	Double Hole Punch	73	Pen Stand
32	Dry Cell 9V	74	Pencil
33	DVD-R (Loose)	75	Peon Book
34	DVD-R (Pack)	76	Permanent Marker
35	DVD-RW	77	Pilot Pen
36	Electronic Call Bell	78	Pilot V5 Pen
37	Entry Register	79	Plastic Folder
38	Eraser	80	Poker
39	Fevi Gum	81	Register 240
40	Fevi Quick	82	Register 320
41	Fevi Stick	83	Rubber Band (Big)
42	Fevicol	84	Rubber Band (Small)

S.N	Item
85	Safety Pin
86	Scale
87	Scissors
88	Sealing Wax
89	Sharpener
90	Shorthand Diary
91	Single Hole Punch
92	Sketch Pen
93	Small Non Window Envelops
94	Small Window Envelops
95	Stamp
96	Stamp Pad Ink
97	Stapler (Big)
98	Stapler (small)
99	Stapler Pin 10 No.
100	Stapler Pin 23/17
101	Stapler Pin 24/6
102	Stapler Remover
103	Stepler for 100 pages and above
104	Sticky Pad Yellow
105	Stock Register 200
106	Stock Register 450
107	Table Tray
108	Tags (Green)
109	Tags (White)
110	Tape 1" Brown
111	Tape 1" White
112	Tape 3" Brown
113	Tape 3" White
114	Thread
115	Tie Cutter
116	Ties (3")
117	Ties (5")
118	Ties (6")
119	Transparancy Back Sheet
120	Transparent Sheet
121	U-Clip
122	Voucher File
123	Water Damper
124	White Board
125	White Board Duster
126	White Board Marker
127	White Board Marker Ink
128	Whitener
129	Yellow Envelop A3 size
130	Yellow Envelop A4 size

Cleaning Item

S.N	Item
1	Brasso Polish
2	Colin
3	Doormat
4	Dustbin (Big)
5	Dustbin (small)
6	Floor wiper
7	Flower Broom
8	Hand Wash
9	Harpic
10	Hit
11	Kapoor Goli
12	Mosquito Refill Machine
13	mosquito repellent refill liquid
14	Mug
15	Nip
16	Nirma
17	Odonil
18	Old Dhoti (Duster)
19	Phenayal
20	Pipe 1"
21	Plastic Bucket
22	Polythene bags
23	Poocha
24	Room Freshner
25	Seek Broom
26	Shampoo
27	Toilet Brush
28	Toilet Soap

Crockery Items

S.N	Items
<u>1</u>	Electric Kettle
<u>2</u>	Tea Coaster
<u>3</u>	Tea Cup with Saucer
<u>4</u>	Tea Flask
<u>5</u>	Tea Tray
<u>6</u>	Water Camper
<u>7</u>	Water Glass
<u>8</u>	Water Jug

Electrical Items

S.N	Item
1	Wall Fan
2	Ceilling Fan
3	Extension Board
4	Table Fan

Cartridge/Toner

S.N	Printer Cartridges/Toner
1	128 A Cyan
2	128 A Magenta
3	128 A Yellow
4	12A Black
5	131A Black
6	18 Black
7	18 Cyan
8	18 Megenta
9	18 Yellow
10	22 tri color
11	36A Black
12	42A Black
13	56 Black
14	57 Tri color
15	678 Black
16	678 tri color
17	78A Black
18	80A Black
19	88A Black
20	920 XL Black
21	920 XL Yellow
22	920XL cyan
23	920XL megenta
24	940XL Black
25	940XL Cyan
26	940XL Megenta
27	940XL Yellow
28	950 Black
29	951 cyan
30	951 megenta
31	951 yellow
32	955XL Black
33	955XL Cyan
34	955XL Magenta
35	955XL Yellow
36	9730 Black
37	9731 Blue
38	9732 Yellow
39	9733 Red
40	Canon FX9 Black
41	079A BLACK

S.N	Printer Cartridges/Toner
42	Canon iR adv 4235 Black
43	Canon MF4820d
44	HP 200 Color Cartridge (131) Yellow, Cyan, Megenta, Black
45	HP 55A Color
46	HP 55A Black
47	Konica Minolta Bizhub-210 Black
48	Kyocera 3510i Toner
49	Dye Film for ID Card Printer
50	NPG-54 Toner for Canon 6275
51	NPG-67Toner Black
52	NPG-67Toner Cyan
53	NPG-67Toner Magenta
54	NPG-67Toner Yellow
55	Recoh MP 7502 Toner
56	Samsung -340x and 216x series
57	Toner Bizhub C353 Black, Cyan, Megenta, yellow
58	Toner TK-479