**National Informatics Centre Services Inc. (NICSI)**

**(A Government of India Enterprise under NIC)**

**Ministry of Electronics and Information Technology**

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| **PROFORMA INVOICE REQUEST FORM** | | |
| Date : / / | | |
| **DETAILS OF USER** | | |
| 1. | **Name of the User Department / Organisation :** |  |
| 2. | **User Department Alias:** (i.e. short-form if any): |  |
| 3. | **Name of the concerned Ministry / State:** |  |
| 4. | **GSTIN Number\*:** ( do not leave this column blank ) |  |
| 5. | **User Department URL:** |  |
| 6. | **User Department Phone Number& email:** |  |
| 7. | **Whether Central-Govt/State-Govt/Others:**  (in case of State-Govt/Others, write the name of the State or the  name of the Other, as the case may be) |  |
| 8. | **Whether Central-PSU/State-PSU/ Autonomous-body/Institution/Others:**  (Give name also) |  |
| 9. | **Complete Postal Address with pin code of the user-department mentioned at (1):** |  |
| 10. | **Name of the Contact Person & designation:** |  |
| 11. | **Phone Nos of Contact Person:** |  |
| 12. | **Email-id of Contact Person:** |  |
| 13. | **Additional Details, if any:**  **(Attendance URL – if already registered)** |  |
| **DETAILS OF ITEMS/SERVICES REQUIRED** | | |
| 1. | **Requirement/Description of the ICT Items/Services and duration for which PI is to be issued**  (in case of manpower please provide empanelment reference,  number of resources from each category and duration of each resource ) | BAS Services  Number of Regd / Estimated Empls/Persons -    Duration (select one) – 1 yr / 2 yrs.  (Note - PI will be raised from July 2018 for Orgs registered before July 2018) |
| 2. | **Date of renewal -** if resources are already deployed | NA |
| 3. | **Project No & Name (if any) for which PI is to be processed :** | NA |
| 4. | **PAC Project id (if any)** with its approval **–** for  NIC Projects / projects being coordinated by NIC | NA |
| 5. | **NIC/IT Coordinator Name and Designation for executing this project** |  |

\* - In case GSTIN number is not available, please make a declaration as ‘Not Available’. Input Tax credit will not be available in such cases.

(Signature and stamp of requestor/approver)