

National Informatics Centre Services Inc. (NICSI)

(A Government of India Enterprise under NIC)
Ministry of Electronics and Information Technology
New Delhi

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:	

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)	
2.	Date of renewal - if resources are already deployed	
4.	Project No & Name (if any) for which PI is to be processed :	
5.	PAC project id along with its approval – for NIC projects / projects being coordinated by NIC	
6.	NIC Coordinator's 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)