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|  | **Through GeM Procurement** | **संख्या/No.:/\_\_\_\_\_\_\_\_\_/FY: 2024-25** |

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|  | **मोतीलाल नेहरु राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद** प्रयागराज – 211004 (भारत)  **Motilal Nehru National Institute of Technology Allahabad, Prayagraj-211004 (India)**  (An Institute of National Importance as Declared by NIT Act, GOI, 2007) |

ekWxi=@**REQUISITION [More than 25,000/-][Under Research and Consultancy Projects]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| माँगकर्ता का नाम/  Indenter’s Name: |  | पदनाम/Designation | विभाग/अनुभाग/केन्द्र  Department/Section/Center: |  |

**A).ekWxsa x;s lkeku dk fooj.k@Item Requisitioned:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Particulars of Item** | | | | | |
| Øe la0/  **S. No.** | uke/  **Name** | foLr~``r rduhdh LislfQds'ku ,oa fooj.k/  **Detailed technical specifications and description** | eki dh bZdkbZ/  **Unit of Measurement** | ek=k/  **Quantity** | vuqekfur jkkf'k/  **Estimated Cost (`)** |
|  |  |  |  |  |  |
| Note: **(i)** Separate requisition is required for each item requisitioned.  **(ii)** Detailed specifications may be provided on separate sheets duly signed by Indenter. | | | | | |

**B).eakxs x;s lkeku ls lcaf/kr LVkd jftLVj esa vafre izfof"V dk fooj.k**[**/**](mailto:fooj.k@The) **Last entry recorded in the Stock Register for indented item(s).**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Øe la0  Sl. # | LVkWd iqfLrdk dh i`"B la0 ,oa fnukad@  Stock Book page No. and Date | fooj.k@ Description | eki@Qty. | okLrfod ewY;@Actual Cost  (in Rs.) as per stock book | n'kk@Condition  (working/not working/  un-serviceable/obsolete) |
| 1. |  |  |  |  |  |

**C.)mís'; ,oa vkSfpR;@Purpose and justification:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**D.) [kjhn dh fof/k dk lq>ko @Suggested method of procurement:**

1. GeM-**Rule 149 of GFR 2017** (Strike off whichever is not applicable)
2. Above 25,000/- and up to 05,00,000/-.*[Catalogue based product]*
3. Above 25,000/- and up to 05,00,000/-.*[If not available in catalogue, bulk order quantity (BOQ) based product]*
4. Above 5,00,000/-.
5. Committee for evaluation of technical and/or financial bid through GeM *(if process is through bidding)*:

(1) HoD/Chairperson of Cell/Centre/Dean (2) One faculty (3.) Indenter

(4.) AR (R&C) (5.) AR (Admin (III) (6.) FIP

1. Single Tender Enquiry for Proprietary Item-**Rule 166 of GFR 2017** (Please attach Certificate Rule 166 of GFR 2017)

**E.) izek.ki=@Certificate:**

1. The specifications in terms of quality, type etc. and also quantity of goods to be procured is clearly spelt out keeping in view of the specific needs.
2. The specifications given above are to meet the basic needs of the department and are without including superfluous and non-essential features which may result in unwarranted expenditure.
3. The specifications are broad-based to the extent feasible. Efforts are made to use section standard specifications, which are widely known to the industry, and do not have any restrictive parameter to suit a particular bidder.
4. Also, certified that I have checked the indent and further certify that details and specifications of all accessories/add-ons/power supply/software required for installation/ operation of indented item, have been indented in this indent.
5. The indented item is **high value machinery**, hence may be procured **under two-bid system-Rule 163 of GFR 2017)**. *(Strike off, if not applicable)*
6. **Additional Information:**
7. Installation required: **[YES/NO]**
8. Training required: **[YES/NO]**
9. Qualification criterion for vendors if any:
10. No. of Enclosures:
11. Maximum period for delivery of items
12. Purpose of acquiring the item: **Research/Non-Research**.
13. Perpetual licensee/Non-perpetual [In case software]

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| Duly filled requisition Slip (Please tick √) |  | Copy of estimate  (Please tick √) |  | Copy of specifications duly signed by Indenter (Please tick √) |  |

ekWxdrkZ ds gLrk{kj@Indenter’s Signature: fnukad@Date:

foHkkx@vuqHkkx@dsUn/अधिष्ठाता ds izeq[k dh laLrqfr@Recommendation of Head of department/section/center/Dean:

fnukad@Date: uke@Name: gLrk{kj@Signature

|  |  |  |  |
| --- | --- | --- | --- |
| **For Office Use of Dean (R&C):**  **G.)**en miyC/krk fLFkfr@Fund Availability Status:  Budget Head OH: Allocation:  Minor Head: Allocation:  Expenditure till:  Committed Expenditure till:  Balance:  **Assistant Registrar (R&C) Date:** | **For Office Use of Admin-III:**  **H.)**t¡kp dh vkSj Øe esa ik;k@*Checked and found in order*:  **I.)**izLrkfor [kjhn dh fof/k@*Proposed method of procurement*:  Rule\_\_\_\_\_\_\_\_\_\_of GFR-2017  **Category of purchase**(Strike off whichever is not applicable):   |  |  | | --- | --- | | Catalogue based product | BOQ Based product |   **Assistant Rstrar (Dean (R&C) Date:Adin-III)** |
| |  |  |  | | --- | --- | --- | | **Approved** | : | With financial sanction and issuance of purchase order (PO) (within 10% of escalation of estimated price) for catalogue based product OR Requisition Approved for BOQ based product (whichever is applicable) | | **Returned for Review/**  **Returned with Note** | : |  | | **(Director)** | | | | |