



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, 2007)

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

मॉगकर्ता का नाम/ Indenter's Name:		पदनाम/Designation	विभाग/अनुभाग/केन्द्र Department/Section/Center:
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A).मॉगें गये सामान का विवरण /Item Requisitioned:

Particulars of Item					
क्रम सं/ S. No.	नाम/ Name	विस्तृत तकनीकी स्पेसफिकेशन एवं विवरण/ Detailed technical specifications and description	माप की ईकाई/ Unit of Measurement	मात्रा/ Quantity	अनुमानित राशि/ 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).मांगे गये सामान से संबंधित स्टॉक रजिस्टर में अंतिम प्रविष्टि का विवरण/ Last entry recorded in the Stock Register for indented item(s).

क्रम सं/ Sl. #	स्टॉक पुस्तिका की पृष्ठ सं एवं दिनांक/ Stock Book page No. and Date	विवरण/ Description	माप/Qty.	वास्तविक मूल्य/ Actual Cost (in Rs.) as per stock book	दशा/ Condition (working/not working/ un-serviceable/obsolete)
1.					

C.)उद्देश्य एवं औचित्य/Purpose and justification:

D.) खरीद की विधि का सुझाव /Suggested method of procurement:

- (a.) GeM-Rule 149 of GFR 2017 (Strike off whichever is not applicable)
- (i) Above 25,000/- and up to 05,00,000/-.[Catalogue based product]
 (ii) Above 25,000/- and up to 05,00,000/-.[If not available in catalogue, bulk order quantity (BOQ) based product]
 (iii) Above 5,00,000/-.
- (b.) 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
- (c.) Single Tender Enquiry for Proprietary Item-Rule 166 of GFR 2017 (Please attach Certificate Rule 166 of GFR 2017)

E.) प्रमाणपत्र /Certificate:

- (i) 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.
- (ii) 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.
- (iii) 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.
- (iv) 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.
- (v) 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)

F.) Additional Information:

- (i) Installation required: [YES/NO]
- (ii) Training required: [YES/NO]
- (iii) Qualification criterion for vendors if any:
- (iv) No. of Enclosures:
- (v) Maximum period for delivery of items
- (vi) Purpose of acquiring the item: **Research/Non-Research.**
- (vii) Perpetual licensee/Non-perpetual [In case software]

Duly filled requisition Slip (Please tick ✓)		Copy of estimate (Please tick ✓)		Copy of specifications duly signed by Indenter (Please tick ✓)	
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मॉगकर्ता के हस्ताक्षर/Indenter's Signature:

दिनांक/Date:

विभाग/अनुभाग/केन्द्र/अधिष्ठाता के प्रमुख की संस्तुति/Recommendation of Head of department/section/center/Dean:

दिनांक/Date:

नाम/Name:

हस्ताक्षर/Signature

For Office Use of Dean (R&C):

G.)मद उपलब्धता स्थिति/Fund Availability

Status:

Budget Head OH: Allocation:

Minor Head: Allocation:

Expenditure till:

Committed Expenditure till:

Balance:

Assistant Registrar (R&C)

Date:

Dean (R&C)

Date:

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)