|  |  |
| --- | --- |
| Description: H:\EDC_N\logo\logo mnnit.JPG | eksrhyky usg: jk"Vªh; izkS|ksfxdh laLFkku bykgkckn] iz;kxjkt&211004 ¼Hkkjr½**Motilal Nehru National Institute of Technology Allahabad, Prayagraj-211004 (India)**(An Institute of National Importance as Declared by NIT Act, GOI, 2007) |

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| --- |
| Lak[;k/No.: **P/ /2023-24/**Date -- |

ekWx i=@**REQUISITION [Under Project ……........................................................................…..] Upto 25000**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ekWxdrkZ dk uke/ Indenter’s Name  |  | inuke/Designation  | foHkkx@vuqHkkx@dsUnz/ Department/Section/ Center: |  |

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

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Øe la0Sl. No. | LVkWd iqfLrdk dh i`"B la0 ,oa fnukad@Stock Book page No. and Date | fooj.k@ Description | eki@Quantity | okLrfod ewY;@ActualCost (in `) as perstock 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)

**(i)** Up to Rs.25,000

çekf.kr fd;k tkrk gS fd okafNr fof'k"Vrkvksa okyh oLrq GeM ij miyCèk ugÈ gS] vr% [kjhn dk vU; rjhdk lq>k;k x;k gSA

Certified that the subject item with desired specifications is/are not found available on GeM, therefore mode of procurement so suggested is

ekWxdrkZ ds gLrk{kj@Indenter’s Signature:

1. Bill basis without quotation-**Rule 154 of GFR 2017** (for goods costing up to Rs.25,000).

**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.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.
4. The indented item is **high value machinery**, hence may be procured **under two-bid system-Rule 163 of GFR 2017)**.

**(Strike off whichever is not applicable)**

1. **Additional Information:**
2. Installation required: **[YES / NO]** (ii)Training required: **[YES / NO]**
3. Qualification Criterion for Vendors if any: …………………………………………….…………………………………….
4. No. of Enclosures:……………………………………………….
5. Max. Period for delivery of items…………………………………………………………………………………………………..
6. Purpose of acquiring the item: **Research/Non-Research**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Duly filled Requisition Slip  | Copy of Estimate  | Copy of DFAC (In case of Departmental Purchase) | Copy of Specifications duly signed by Indenter  | Certificate as per Rule 166 of GFR-2017 (For Proprietary Item) |

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

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

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

|  |  |
| --- | --- |
| **For Office Use of Dean (Research & Consultancy):****G.)** Grant/Fund Availability: For Project Funding:1. Verified that the indented item is in the list of items sanctioned

by competent authority for Project No.\_\_\_\_ \_\_\_\_\_\_\_Nature of item (**consumable/non-consumable**)Budget Head: Allocation: Minor Head: Allocation: Expenditure till: Committed Expenditure till: Balance: 1. Necessary funds are available to process this item:

 **Assistant Registrar (R&C):** **Date:** | **For Office Use of Purchase Section:****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 |
|  **Approved** / Returned for Review  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dean(R&C) |