

MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY, ALLAHABAD

REQUISITION SLIP

Indenter's Name: _____ **Department/Section:** _____

A). Item Requisitioned: On

Sl.No.	Description/Specification*	Quantity	Estimated cost (Rs.)
			Total:

*Attach separate sheet for specification/description, if required.

B). If the Requisitioned Item is already in Stock, please fill up the table below.

Sl.No.	Stock Book page No. and Date	Description	Quantity	Actual Cost (Rs.) as per stock book

C.) Please fill up the table also:

Purpose and justification

Indenter's Signature:

Date:

(Name and Signature of Recommending Authority)

Charge to Account Head:

Approved/Returned for Review

Current Balance under the Account Head:

(Director)

1. Suggested method of procurement:
 - a. DGS&D rate Contract.
 - b. Single Tender Enquiry for Proprietary Item (Attach Propriety Certificate of the indenter)
 - c. Purchase Committee (Limited to Rs. 1,00,000/-) (Suggest Committee members)
 - d. Limited Tender Enquiry (limited to Rs. 25 Lakhs)
 - e. Open Tender (for goods costing more than 25 lakhs)
2. For Limited Tender Enquiry, Specify the list of suggested vendors (if not registered to the institute)
3. Qualification Criterion for Vendor if any
4. No. of Enclosure:.....

For Office Use of Store Purchase Section

- | | |
|--------------------------|-------------------------------|
| 1. Bid Security _____ | 2. Performance Security _____ |
| 3. Date of Enquiry _____ | 4. Opening Date _____ |