Annexure-7

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| **PR-3B** | **Through GeM Procurement** | **संख्या/No.:/\_\_\_\_\_\_\_\_\_/FY: 2025-26 dt…………….** |

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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 Rs. 1,00,000/-][Under Research and Consultancy Projects]**

**Project Number……………………………………………………& Head……………………………………………………….**

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| --- | --- | --- | --- | --- |
| 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** | | | | | | |
| क्रम सं0/  **S. No.** | नाम/  **Name** | oxZ@  **Consumable/Non-consumable** | विस्तृत तकनीकी स्पेसफिकेशन एवं विवरण/  **Detailed technical specifications and description** | माप की ईकाई/  **Unit of Measurement** | मात्रा/  **Qty.** | अनुमानित राशि/  **Estimated Cost(Rs.) Including TAX** |
|  |  |  |  |  |  |  |
| 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 `) 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)

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| --- | --- | --- | --- | --- | --- |
| L-1 Buying |  | Above Rs. 1,00,000/- and up to Rs.10,00,000/-.*[Catalogue based product & through L-1 buying]* | | | |
| Bid |  | Above Rs. 1,00,000/-  (Please Tick) | *Catalog Bid* | *Custom Bid*  *GeMARPTS Report*  *is to be enclosed* | *Bulk order quantity*  *(BoQ) Bid* |

1. 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 (----*Name of Faculty*----) (3.) Indenter

(4.) AR/Dy. Registrar concerned (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: For Project Funding  (a) 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:  Expenditure till:  Committed Expenditure till:  Balance:  (b) Necessary funds are available t process this time:  **AR (R&C)/Dy. Registrar Date:** | **Dean (R&C)** **Date:** |
| |  |  |  | | --- | --- | --- | | **Approved** | : | With financial sanction and issuance of purchase order (PO) (within 10% of escalation of estimated price) for L-1 buying and total cost not exceeding Rs.10 lakh OR Requisition Approved for bidding based product (whichever is applicable) | | **Returned for Review/**  **Returned with Note** | : | **(Director)** | | |