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| --- | --- |
| 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/R&C/2022-23/** |

ekWx i=@**REQUISITION** Above Rs.25,001 and up to 05,00,000**[Under sponsored project …….................…..]**

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| --- | --- | --- | --- | --- |
| 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** | uke/ **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 (`)** |
| 1 |  |  |  |  |  |  |
| 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[/](mailto:fooj.k@The) Last entry recorded in the Stock Register for indented item (s).**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Øe la0  Sl. No. | LVkWd iqfLrdk dh i`"B la0 ,oa fnukad@Stock Book page No. and Date | fooj.k@ Description | eki@Quantity | 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)

**(i)** Above Rs.25,001 to 02,50,000 (ii) Rs 2,50,000 to 5,00,000

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 (b)/(c)/(d)/(e)/(f)/(g) [Strike off whichever is not applicable]

ekWxdrkZ ds gLrk{kj@Indenter’s Signature:

1. Purchase Committee-**Rule 155 of GFR 2017** (for goods costing above Rs.25,000 and up to Rs.2,50,000.

(Proposed Committee members):

|  |  |  |
| --- | --- | --- |
| (1.) | (2.) | (3.) |
| (4.) | (5.) | (6.) |

1. Open Tender-**Rule 161 of GFR 2017** (for goods costing 2.5 Lakhs to 5 lakhs) [*Two Bid System (Simultaneous receipt and opening of Technical & Financial Bids)*]
2. Limited Tender Enquiry-**Rule 162 of GFR 2017** (for goods costing 2.5 Lakhs to 5 lakhs)[*Only for the Goods for which suppliers are registered in the Institute*];
3. Single Tender Enquiry for Proprietary Item-**Rule 166 of GFR 2017** (Please attach Certificate Rule 166 of GFR 2017)
4. Institute Rate Contract/Agreement (If any)………………………………………………………………***.***

**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**.

|  |  |  |  |  |
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| 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 gLrk{kj@ Indenter’s 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

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| **For Office Use of Dean (Research & Consultancy):**  **G.)** Grant/Fund Availability: For Project Funding **H.)** t¡kp dh vkSj Øe esa ik;k@*Checked* *and* *found* *in* *order*:  (a.) Verified that the indented item is in the list of items sanctioned **I.)** izLrkfor [kjhn dh fof/k@*Proposed method of procurement*:  by competent authority for Project No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rule\_\_\_\_\_\_\_\_\_\_of GFR-2017  Nature of item (**consumable/non-consumable**)  Budget Head: Allocation:  Minor Head: Allocation:  Expenditure till:  Committed Expenditure till:  Balance:  (b. ) Necessary funds are available to process this item:    **Date:**  **AR (R&C): Dean (Research & Consultancy)** |

**Approved** / Returned for Review

Director