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PR-4A Through Non-GeM Procurement संख्या/No.: /FY: 2025-26 dt.....



मोतीलाल नेहरू 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)

मॉगपत्र / REQUISITION [Upto Rs. 1,00,000/-] [Under Research and Consultancy Projects]

Project Number.....& Head.....

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	वर्ग/ Consumable/ Non- consumable	विस्तृत तकनीकी स्पेसिफिकेशन एवं विवरण/ Detailed technical specifications and description	माप की इकाई/ Unit of Measurement	मात्रा/ Qty.	अनुमानित राशि/ Estimated Cost(Rs.) Including TAX

Note: (i) 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. S. No.	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: GeM Rule 154 of GFR-2017 upto Rs. 1,00,000/-]

E.) प्रमाणपत्र / Certificate:

- 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.
- The specifications given above are to meet the basic needs of the department/Section/Center/Cell and are without including upper fluous and non-essential features which may result in unwarranted expenditure.
- 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.
- It is certified that the estimated rate is reasonable.

F.) Additional Information:

- Installation required : [YES/NO]
- Training required : [YES/NO]
- Qualification criterion for Vendors if any:
- No. of enclosures:
- Maximum period for delivery of items:
- Purpose of acquiring the item: **Research/Non-Research.**
- Perpetual license/ Non-perpetual [In case software]

Copy of estimate (Please tick ✓)		Copy of specifications duly signed by the indenter (Please tick ✓)		GeMAR&PTS Report (Please tick ✓)	
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प्रमाणित किया जाता है कि वांछित विशिष्टताओं वाली वस्तु GeM पर उपलब्ध नहीं है। Certified that the subject item with desired specifications is /are not found available on GeM [खरीद की विधि का सुझाव @Suggested method of procurement: Bill basis without quotation-Rule 154 of GFR-2017]. [GeMARPTS Report is to be enclosed]

मॉगकर्ता के हस्ताक्षर/Indenter's Signature:

दिनांक/Date:

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

दिनांक/Date: नाम/Name:

हस्ताक्षर/Signature

For Office Use of Dean (R&C):

G. मद उपलब्धता स्थिति/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 to process this time:

Assistant Registrar (R&C)/Dy. Registrar Date:

Approved:

1. Indent approved for the issuance of purchase order (PO).
2. Financial Sanction within 10% of escalation of estimate and total cost not exceeding Rs. 1.00 lakh by Dean (R&C).

(Dean (R&C))