

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref.No. _____ **REQUISITION FORM No.1** Date: _____

CONSUMABLES (Without GeM)

(FORM FOR THE DIRECT PURCHASE OF GOODS WITHOUT INVITING QUOTATIONS OR BIDS UPTO THE VALUE OF ₹25,000/-)

Name of the Indentor: _____ Indenting Date: _____

Department/Section: _____

Budget Head: _____

The competent authority is hereby requested to grant permission for the purchase of following items under Rule 154 (**Direct Purchase**) of General Financial Rules, 2017:

| S.No. | Description of Goods | Specifications | Quantity | | Details of last purchase of similar item (date, quantity & amount) | Availability in GeM (Yes/No) <small>If yes, please mention 03 to 04 product ID, Brand and Cost</small> | Estimated Cost in ₹ (Including All Taxes, Freight, Labour etc.) |
|-------------------|----------------------|----------------|------------------|----------|--|---|---|
| | | | Balance in Stock | Required | | | |
| | | | | | | | |
| | | | | | | | |
| Total Cost | In words: _____ | | | | | | |

*Justification: _____

(* Detailed justification is to be given on back side of this form, if required)

NOTE: Purchase of goods upto the value of ₹25,000 (Rupees Twenty Five Thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the COMPETENT AUTHORITY in the prescribed format as per GFR-154.

| Indenter | Department Purchase Coordinator | | Section Head/HoD | Supdt. (Accounts) |
|--------------------|---------------------------------|-------------------|------------------|------------------------------|
| | | | | Approved/Not Approved |
| D.R./A.R(Accounts) | Supdt. (Stores) | D.R./A.R.(Stores) | FIP | Section Head/HoD |

To,
Indenter – for further necessary action.

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NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref.No. _____ **REQUISITION FORM No.2** Date: _____

CONSUMABLES (Without GeM)

(FORM FOR THE PURCHASE OF GOODS BY LOCAL PURCHASE COMMITTEE ABOVE ₹25,000/- AND UPTO ₹2,50,000/- CONSISTING OF THREE MEMBERS OF AN APPROPRIATE LEVEL AS DECIDED BY THE DIRECTOR OR OTHER COMPETENT AUTHORITIES TO WHOM POWERS ARE DELEGATED) .THE FILE WILL BE APPROVED BY THE CONCERNED HEAD/DEAN/REGISTRAR AS PER THEIR FINANCIAL POWERS.

Name of the Indenter: _____ Indenting Date: _____

Department/Section: _____

Budget Head: _____

The competent authority is hereby requested to grant permission for the purchase of following items under Rule 155 (**Local Purchase Committee–LPC**) of General Financial Rules, 2017:

| S.No. | Description of Goods | Specifications | Quantity | | Details of last purchase of similar item (date, quantity & amount) | Availability in GeM (Yes/No) <small>If yes, please mention 03 to 04 product ID, Brand and Cost</small> | Estimated Cost in ₹ (Including All Taxes, Freight, Labour etc.) |
|-------------------|----------------------|----------------|------------------|----------|--|---|---|
| | | | Balance in Stock | Required | | | |
| | | | | | | | |
| Total Cost | In words: _____ | | | | | | |

*Justification: _____

(* Detailed justification is to be given on back side of this form, if required)

NOTE: The duly constituted Local Purchase Committee (LPC) will solely be responsible for the survey of market and to ascertain the reasonability of rates, quality & specifications and identify the appropriate supplier as per Rule 155 of GFR-2017.

Indenter

Department Purchase Coordinator

The following Local Purchase Committee (LPC) has been proposed by Section Head/HoD for the purchase of above item(s):

1. _____ 2. _____ 3. _____

NOTE: Any changes in the above committee will be proposed by Section Head/HoD and Office Order shall be issued by the Registrar.

| | | | | |
|------------------|-------------------|--------------------|----------------|-------------------|
| Section Head/HoD | Supdt. (Accounts) | D.R./A.R(Accounts) | Supdt.(Stores) | D.R./A.R.(Stores) |
| FIP | HoD | Dean () | Registrar | Director |

To,
The Deputy/Assistant Registrar (Stores) Section Head/HoD – for further necessary action, (as applicable)

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref.No. _____ **REQUISITION FORM No.3** Date: _____

CONSUMABLES (Without GeM)

(FORM FOR THE PURCHASE OF GOODS BY SENDING BIDDING DOCUMENT TO THE REGISTERED SUPPLIERS WHEN ESTIMATED VALUE OF THE GOODS TO BE PROCURED IS UP TO ₹25,00,000/-)

Name of the Indenter: _____ Indenting Date: _____

Department/Section: _____

Budget Head: _____

The competent authority is hereby requested to grant permission for the purchase of following items under Rule 162 (**Limited Tender Enquiry–LTE**) of General Financial Rules, 2017:

| S.No. | Description of Goods | Specifications | Quantity | | Details of last purchase of similar item (date, quantity & amount) | Availability in GeM (Yes/No) <small>If yes, please mention 03 to 04 product ID, Brand and Cost</small> | Estimated Cost in ₹ (Including All Taxes, Freight, Labour etc.) |
|-------------------|----------------------|----------------|------------------|----------|--|---|---|
| | | | Balance in Stock | Required | | | |
| | | | | | | | |
| | | | | | | | |
| Total Cost | In words: _____ | | | | | | |

*Justification: _____

(* Detailed justification is to be given on back side of this form, if required)

NOTE: The duly constituted Committee will ascertain the reasonability of rates, quality & specifications and identify the appropriate supplier as per Rule 162 of GFR-2017.

Indenter

Department Purchase Coordinator

Section Head/HoD

Supdt. (Accounts)

D.R./A.R(Accounts)

Supdt.(Stores)

D.R./A.R.(Stores)

FIP

HoD

Dean ()

Registrar

Director

To,
The Deputy/Assistant Registrar (Stores) – for further necessary action.

The following Committee has been proposed by Section Head/HoD for the purchase of above item(s):

1. _____ 2. _____ 3. _____

NOTE: Any changes in the above committee will be proposed by Section Head/HoD and Office Order shall be issued by the Registrar.

Section Head/HoD

To,
The Deputy/Assistant Registrar (Stores) – for further necessary action.

