

**राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड**  
**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**

Ref.No. \_\_\_\_\_ **REQUISITION FORM No.1** Date: \_\_\_\_\_

**NON-CONSUMABLES (With GeM)**

(FORM FOR THE DIRECT ONLINE PURCHASE OF GOODS THROUGH GEM PORTAL UPTO ₹25,000/-)

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 149(i) **(Direct Online Purchase through GeM)** of General Financial Rules, 2017:

S.No.	Description of Goods	Specifications	Quantity		Details of last purchase of similar item (date, quantity & amount)	Estimated Cost in ₹
			Balance in Stock	Required		
<b>Total Cost</b>	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 Rs.25,000 (Rupees Twenty Five Thousand) only on each occasion may be purchased through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period as per GFR-149(i). The Indenter shall prepare the detailed specifications of the items proposed for procurement through GeM portal and shall ascertain the reasonability of rates.

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.

**NOTE: Indenter and Buyer will ascertain the reasonability of rates being procured through GeM portal and specification of item(s) procured as per requisition.**

NOTE: The Section Head/HoD will propose a Committee for Inspection of received item(s)/goods and Office Order shall be issued by the Section Head/HoD. The committee will ascertain the specifications of the received items with the GeM contract and accordingly, Committee will submit the Inspection report to the Section Head/HoD:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Section Head/HoD**

**राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड**  
**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**

Ref.No. \_\_\_\_\_ **REQUISITION FORM No.2** Date: \_\_\_\_\_

**NON-CONSUMABLES (With GeM)**

(FORM FOR THE ONLINE PURCHASE OF GOODS ABOVE ₹25,000/- AND UPTO ₹5,00,000/- THROUGH THE GEM SELLER HAVING LOWEST PRICE AMONGST THE AVAILABLE SELLERS OR ONLINE BIDDING/REVERSE AUCTION). **.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 149(ii) (**Online Purchase through GeM upto ₹5,00,000/-**) of General Financial Rules, 2017:

S.No.	Description of Goods	Specifications	Quantity		Details of last purchase of similar item (date, quantity & amount)	Estimated Cost in ₹
			Balance in Stock	Required		
<b>Total Cost</b>	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 ₹5,00,000 (Rupees Five Lakhs) only through the GeM seller having lowest price amongst the available sellers or online bidding/reverse auction as per GFR-149(ii). The Indenter shall prepare the detailed specifications of items proposed for procurement through GeM portal.

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

Indenter – for further necessary action.

**NOTE: Indenter and Buyer will ascertain the reasonability of rates being procured through GeM portal and specification of item(s) procured as per requisition.**

NOTE: The Section Head/HoD will propose a Committee for Inspection of received item(s)/goods and Office Order shall be issued by the Section Head/HoD/ Deputy/Assistant Registrar (Stores). The committee will ascertain the specifications of the received items with the GeM contract and accordingly, Committee will submit the Inspection report to the Section Head/HoD:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

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

**Section Head/HoD**

**राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड**  
**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**

Ref.No. \_\_\_\_\_ **REQUISITION FORM No.3** Date: \_\_\_\_\_

**NON-CONSUMABLES (With GeM)**

(FORM FOR THE ONLINE PURCHASE OF GOODS ABOVE ₹5,00,000/- THROUGH THE GEM SUPPLIER HAVING LOWEST PRICE MEETING THE REQUISITE QUALITY, SPECIFICATION AND DELIVERY PERIOD AFTER MANDATORILY OBTAINING BIDS, USING ONLINE BIDDING OR REVERSE AUCTION)

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 149(iii) **(Online Purchase through GeM above ₹5,00,000/-)** of General Financial Rules, 2017:

S.No.	Description of Goods	Specifications	Quantity		Details of last purchase of similar item (date, quantity & amount)	Estimated Cost in ₹
			Balance in Stock	Required		
<b>Total Cost</b>	In words: _____					

\*Justification: \_\_\_\_\_

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

**NOTE:** Purchase of goods above the value of ₹5,00,000 (Rupees Five Lakhs) through the GeM supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction as per GFR-149(iii). The Indenter shall prepare the detailed specifications of items proposed for procurement through GeM portal.

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  
Indenter – for further necessary action.

**NOTE: Indenter and Buyer will ascertain the reasonability of rates being procured through GeM portal and specification of item(s) procured as per requisition.**

NOTE: The Section Head/HoD will propose a Committee for Inspection of received item(s)/goods and Office Order shall be issued by the Deputy/Assistant Registrar (Stores). The committee will ascertain the specifications of the received items with the GeM contract and accordingly, Committee will submit the Inspection report to the Section Head/HoD:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

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

**Section Head/HoD**