

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

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

**NON-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			
<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 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: \_\_\_\_\_

**NON-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			
<b>Total Cost</b>	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 reasonableness of rate, 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)

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**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**

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

**NON-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			
<b>Total Cost</b>	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,  
Indenter – 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.

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

**Section Head/HoD**