

PURCHASE REQUISITION FORM

NAME OF THE DIVISION/SCHOOL: _____

DATED: _____

Sub: The requisition for Consumable/Non Consumable (Strike out which ever not applicable) items.

Ref: _____

Sr. No.	Name of the Goods with Complete Specification (Attached extra sheet if required)	Unit	Actual Quantity required	Already available Model/Version in the Lab/Office.	Approx. Cost (Rs.)

Document to be submitted to the Store & Purchase Section:

1. Complete Specifications duly typed and signed by the Indentor & forwarded by the Concerned HOD.
2. Warranty Period of the equipment required.
3. Proper justification for the equipment to be purchased duly signed by Indentor & verified by the concerned HOD.
4. List of prospective vendors (Minimum 05).
5. If, the goods are in proprietary nature, indentor shall submit the Proprietary Article Certificate (under Rule 166 of GFR-2017) along with the recommendation of the Technical Evaluation Committee.
6. Availability of goods on GeM Portal along with specifications.

Note: All these documents may be attached with the Requisition Form. The Store & Purchase Section may process the purchase only after all these documents are received in the order mentioned above. Annexures may be attached accordingly by the Indentor.

HEAD OF THE DIVISION/SCHOOL/SECTION

(Sign with Name & Designation Requisitioning Officer/Staff)

Name of Department: _____	
Sr. No.	Description
1.	Complete Specifications duly typed and signed by the Indentor & Concerned HOD.
2.	Proper justification for the equipment to be purchased duly signed by Indentor & verified by the concerned HOD.
3.	Warranty Period of the equipment required.
4.	List of prospective vendors (Minimum 05).
5.	If, the goods are in proprietary nature, indentor shall submit the Proprietary Article Certificate (under Rule 166 of GFR-2017) alongwith the recommendation of the Technical Evaluation Committee.
6.	Availability of goods on GeM Portal along with the specification.

Note: All these documents may be attached with the Requisition Form. The Store & Purchase Section may process the purchase only after all these documents are received in the order mentioned above. Annexures may be attached accordingly by the Indentor.

Proprietary Article Certificate

Proprietary Article Certificate in the following form is to be provided by the Department before procuring the goods from a single source under the provision of sub **Rule 166(i) and 166(iii)** as applicable.

(i) The indented goods are manufactured by M/s. _____

(ii) No other make or model is acceptable for the following reasons:

(iii) Concurrence of the Finance wing to proposal vide: _____

(iv) Approval of the competent authority vide: _____

(Signature with date and
designation of the Indenting Officer)