



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)

मॉग पत्र/**REQUISITION** Above Rs.25,001 and up to 05,00,000[Under sponsored project

| | | |
|-------------------------------------|-------------------|--|
| मॉगकर्ता का नाम/ Indenter's Name | पदनाम/Designation | विभाग/अनुभाग/केन्द्र/ Department/Section/ Center: |
|-------------------------------------|-------------------|--|

A). मॉगें गये सामान का विवरण/Item Requisitioned:

| क्रम सं०/ S. No. | वर्ग/Category | नाम/ Name | Particulars of Item | | | अनुमोदित राशि/ Estimated Cost (`) |
|---------------------|---------------|-----------|---|--|---------------------|--|
| | | | विस्तृत तकनीकी स्पेसिफिकेशन एवं विवरण/ Detailed technical specifications and description | माप की ईकाई/ Unit of Measurement | मात्रा/ Quantity | |
| 1 | | | | | | |

Note: (i) Separate requisitions is required for each item requisitioned. (ii) Detailed specifications may be provided on separate sheets duly signed by Indenter and Head of the Department/ Chairman of Cell/ Centre.

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 सं० Sl. No. | स्टॉक पुस्तिका की पृष्ठ सं० एवं दिनांक/Stock Book page No. and Date | विवरण/ Description | माप/Quantity | वास्तविक मूल्य/ Actual Cost (in `) 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:

(a.) GeM-Rule 149 of GFR 2017 (Strike off whichever is not applicable)

(i) Above Rs. 25,001 to 02,50,000

(ii) Rs 2,50,000 to 5,00,000

प्रमाणित किया जाता है कि वांछित विशिष्टताओं वाली वस्तु GeM पर उपलब्ध नहीं है, अतः खरीद का अन्य तरीका सुझाया गया है।
 Certified that the subject item with desired specifications is/are not found available on GeM, therefore mode of procurement so suggested is (b)/(c)/(d)/(e)/(f)/(g) [Strike off whichever is not applicable]

मॉगकर्ता के हस्ताक्षर/Indenter's Signature:

(b.) Purchase Committee-Rule 155 of GFR 2017 (for goods costing above Rs.25,000 and up to Rs.2,50,000.

(Proposed Committee members):

(1.) (2.) (3.)
 (4.) (5.) (6.)

(c.) Open Tender-Rule 161 of GFR 2017 (for goods costing 2.5 Lakhs to 5 lakhs) [Two Bid System
 (Simultaneous receipt and opening of Technical & Financial Bids)]

(d.) Limited Tender Enquiry-Rule 162 of GFR 2017 (for goods costing 2.5 Lakhs to 5 lakhs)[Only for the Goods
 for which suppliers are registered in the Institute];

(e.) Single Tender Enquiry for Proprietary Item-Rule 166 of GFR 2017 (Please attach Certificate Rule 166 of GFR 2017)

(f.) Institute Rate Contract/Agreement (If any).....

E.) प्रमाणपत्र / Certificate:

- (i) 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.
- (ii) The specifications given above are to meet the basic needs of the department and are without including superfluous and non-essential features which may result in unwarranted expenditure.
- (iii) 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.
- (iv) The indented item is **high value machinery**, hence may be procured **under two-bid system-Rule 163 of GFR 2017**.

(Strike off whichever is not applicable)

F.) Additional Information:

- (i) Installation required: [YES / NO] (ii) Training required: [YES / NO]
- (iii) Qualification Criterion for Vendors if any:
- (iv) No. of Enclosures:.....
- (v) Max. Period for delivery of items.....
- (vi) Purpose of acquiring the item: **Research/Non-Research**.

| | | | | |
|---|---|--|---|---|
| Duly filled Requisition Slip <input type="checkbox"/> | Copy of Estimate <input type="checkbox"/> | Copy of DFAC (In case of Departmental Purchase) <input type="checkbox"/> | Copy of Specifications duly signed by Indenter <input type="checkbox"/> | Certificate as per Rule 166 of GFR-2017 (For Proprietary Item) <input type="checkbox"/> |
|---|---|--|---|---|

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 (Research & Consultancy):

G.) Grant/Fund Availability: 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:
Minor Head: Allocation:
Expenditure till:
Committed Expenditure till:
Balance:

- (b.) Necessary funds are available to process this item:

H.) जांच की और क्रम में पाया / Checked and found in order:

I.) प्रस्तावित खरीद की विधि / Proposed method of procurement:
Rule _____ of GFR-2017

Date:

AR (R&C):

Dean (Research & Consultancy)

Approved / Returned for Review

Director