



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** [Under Project] Upto 25000

मॉगकर्ता का नाम/ Indenter's Name		पदनाम/Designation	विभाग / अनुभाग / केन्द्र/ Department/Section/ Center:
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A). मॉगें गये सामान का विवरण/Item Requisitioned:

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

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) Up to Rs. 25,000

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

मॉगकर्ता के हस्ताक्षर/Indenter's Signature:

(b.) Bill basis without quotation-Rule 154 of GFR 2017 (for goods costing up to Rs.25,000).

E.) प्रमाणपत्र/Certificate:

- 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.
- 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.
- 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.
- 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"/>
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मॉगकर्ता के नाम हस्ताक्षर/ Indenter's Name & 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:

Assistant Registrar (R&C):

Date:

For Office Use of Purchase Section:

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

I.) प्रस्तावित खरीद की विधि / Proposed method of procurement:

Rule _____ of GFR-2017

Approved / Returned for Review

Dean(R&C)