

Through Non-GeM Procurement

संख्या/No.:/\_\_\_\_\_/FY: 2024-25

Date:.....



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)

माँग पत्र/ REQUISITION [ Rs. 1,00,001 to Rs. 10.00 Lakh] [Under Research & Consultancy Projects]

**Project Number.....& Head.....**

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

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

Note: (i) Separate requisition is required for each item requisitioned.  
(ii) Detailed specifications may be provided on separate sheets duly signed by Indenter.

**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 S. No.	स्टॉक पुस्तिका की पृष्ठ सं० एवं दिनांक/Stock Book page No. and Date	विवरण/ Description	माप/Qty.	वास्तविक मूल्य/ Actual Cost (in Rs.) 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 (Strike off whichever is not applicable):**

(a) **Rule 155 of GFR2017:** Committee for market survey and evaluation of quotations

(1.) HoD/Chairperson of Cell/Center/Dean

(2.) One faculty/official

(3.) Indenter

(4.) AR (R&C)

(5.) AR [Admin (III)]

(6.) FIP

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

**E). प्रमाणपत्र/Certificate (Strike off whichever is not applicable):**

- 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/Section/Center/Cell 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.

**F.) Additional Information (Strike off whichever is not applicable):**

- Installation required : [YES/NO]
- Training required : [YES/NO]
- Qualification criterion for Vendors if any:
- No. of enclosures:

- (v) Maximum period for delivery of items:  
 (vi) Purpose of acquiring the item: **Research/Non-Research.**  
 (vii) Perpetual license/Non-perpetual [In case software]

Copy of estimate (Please tick <input checked="" type="checkbox"/> )		Copy of specifications duly signed by the indenter (Please tick <input checked="" type="checkbox"/> )		GeMAR&PTS (Please tick <input checked="" type="checkbox"/> )	Report	
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प्रमाणित किया जाता है कि वांछित विशिष्टताओं वाली वस्तु GeM पर उपलब्ध नहीं है। Certified that the subject item with desired specifications is /are not found available on GeM [खरीद की विधि का सुझाव @Suggested method of procurement: Rule 155 of GFR-2017]. [GeMAR&PTS Report is to be enclosed]

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 (R&C):**

**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:**

**Dean (R&C)**

**Date:**

**Approved** : With financial sanction and issuance of purchase order (within 10% of escalation of estimated price and not exceeding Rs. 10.00 Lakhs)

**Returned for Review/  
Returned with Note** :

**(Director)**