

Through Non-GeM Procurement

संख्या/No.:/_____/FY: 2024-25



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबादप्रयागराज – 211004 (भारत)
Motilal Nehru National Institute of Technology Allahabad, Prayagraj-211004 (India)
(An Institute of National Importance as Declared by NIT Act, GOI, 2007)

मॉगपत्र / REQUISITION [Upto 25,000/-][Under Research and Consultancy Projects]

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.	नाम/ Name	विस्तृत तकनीकी स्पेसिफिकेशन एवं विवरण/ Detailed technical specifications and description	माप की ईकाई/ Unit of Measurement	मात्रा/ Quantity	अनुमानित राशि/ Estimated Cost (RS.)

(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 `) as per stock book	दशा/ Condition (working/ not working/ un-serviceable/obsolete)
1.					

C.)उद्देश्य एवं औचित्य/Purpose and justification:

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/Section/Center/Cell and are without including upper fluous 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.
- It is certified that the estimated rate is reasonable.

F.) Additional Information:

- Installation required : [YES/NO]
- Training required : [YES/NO]
- Qualification criterion for Vendors if any:
- No. of enclosures:
- Maximum period for delivery of items:
- Purpose of acquiring the item: **Research/Non-Research.**
- Perpetual license/ Non-perpetual [In case software]

Copy of estimate (Please tick ✓)		Copy of specifications duly signed by the indenter (Please tick ✓)		GeMAR&PTS Report (Please tick ✓)	
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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: Bill basis without quotation-Rule 154 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.) मद उपलब्धता स्थिति / Fund Availability Status:

Budget Head OH: Allocation:

Minor Head: Allocation:

Expenditure till:

Committed Expenditure till:

Balance:

Assistant Registrar (R&C)

Date:

1. Indent approved for the issuance of purchase order (PO).
2. Financial Sanction within 10% of escalation of estimate.

(Dean R&C)