



# राष्ट्रीय शैक्षिक योजना एवं प्रशासन संस्थान

(मानित विश्वविद्यालय)

17-बी, श्री अरविन्द मार्ग, नई दिल्ली- 110016

## PURCHASE REQUISITION/ INDENT – CUM – FUND BOOKING FORM

### FOR PROCUREMENT OF GOODS & SERVICES

#### Part- A

(To be filled by the Indenter)

1.	Indent No. & Date					
2.	Name & Designation of the Indenter					
3.	Type of Purchase		Indigenous _____ / Foreign _____			
4.	Item/ Service Requisitioned: -					
	S. No.	Name	Detailed specification*	Rate	Unit / Quantity	Estimated Cost
	*Note:- (i) Separate requisition is required for each item requisitioned. (ii) Detailed specifications may be provided on separate sheets duly signed by Indenter and Head of Department/Centre/ Section.					
5.	Purpose & Justification for requisition					
6.	Procurement to be financed through		Instt. Fund ____/ Project Fund____/ Other _____			

#### **Certificate:-**

- The specification in term of quality, type etc. and 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/ Unit and are without including superfluous and non-essential features which may result in unwarranted expenditure.
- The specifications are broad-based & generic to the extent feasible. Efforts are made to use standard specifications, which are widely known to the industry, and do not have any restrictive parameter to suit a particular bidder.
- 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 indicated. The requirements to install and run the item has been confirmed by the General Administration/ CPWD/ICT.
- Additional information:-
  - > Installation required ( YES/ NO) \_\_\_\_
  - > Training required ((YES/NO) \_\_\_\_
  - > Qualification Criterion for Vendors, if any:- \_\_\_\_\_
  - > No. of Enclosures:-\_\_\_\_\_
  - > Max. Period for delivery of items \_\_\_\_\_

Date: \_\_\_\_\_

Indenter's Signature \_\_\_\_\_

Recommendation of Head of Department /Section /Centre:- YES \_\_\_\_\_ / No \_\_\_\_\_

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Signature & Seal of HOD/HOC/HOS/PI



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#### Part- B

(To be filled by the General Administration Section)

1.	Last procurement & entry of the Indented Item in the Stock register					
	S. No.	Stock Book Page No. & Date	Description	Quantity	Actual Cost as per Stock Book (Rs.)	Condition of Goods (Working/ not working/ serviceable/ Unserviceable/Obsolete)
2.	Suggested method of procurement:- (please tick whichever is applicable)					
	a) E- procurement (On Line CPP Portal) Rule of GFR-159 of GFR 2017 - _____					
	b) GeM –Rule 156 of GFR 2017					
	c) Bill basis (Cash Purchase ) without inviting quotation under Rule 154 of GFR 2017 (For goods costing up to Rs 25 000/-)					
	d) Purchase Committee (Market Survey) –Rule 155 of GFR 2017 (For goods costing above Rs. 25000/ and up to Rs 2.5 Lakhs.					
	e) limited Tender Enquiry- Rule 162 of GFR 2017 (For goods costing up to Rs 25 Lakhs). List of venders given below:- Firm 1- _____/Firm 2-_____ Firm 3-_____ Firm 4-_____					
	(For additional details, kindly attach extra sheet).)					
	(f) Single Tender enquiry (proprietary item)- Rule -166 of GFR 2017. _____ (Please attach certificate of the Indenter) Up to Rs . 50,000/ (ii) Above Rs 50,000/- to 2, 50,000/ (iii) Above Rs. 2, 50,000/					
	(g) Any other mode of procurement - _____					
3.	Proposal checked & found in order:- Yes _____ No _____					
	If No, give justification:- (In case of a proprietary Item necessary certificate to be furnished)					
	<b>Name &amp; Signature with date:-</b>					
	Dealing Assistant	Section Officer (G.A.)		Administrative Officer		



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## PURCHASE REQUISITION/ INDENT – CUM – FUND BOOKING FORM

### FOR PROCUREMENT OF GOODS & SERVICES

#### Part- C

(To be filled by the Finance & Accounts)

1.	Funds Available	Yes ____ No ____
2.	Chargeable Head	OH-31 _____ / OH- 35 _____ / Other - _____
3.	Fund Booking details	Rs. _____ Under Head _____ Vide page No. _____ of the relevant register.
4.	Name & Signature with date:- _____ Section Officer (A/c)	
5.	Proposal Vetted (Yes /No)	
6.	Observations, If any	
	Name & Signature with date:- _____ Internal Auditor	

Proposal Recommended /Not Recommended.

The proposal is covered under S. No./Part \_\_\_\_\_ of the Delegation of Authority of NIEPA.

**Finance Officer**

Proposal Recommended (for proposal under VC's Financial Powers)/  
Proposal Approved (for proposal under Registrar's financial Powers)

Not Recommended/ Not Approved

**Registrar**

Proposal Approved / Not Approved

**Vice Chancellor**

To  
Administrative Officer

For issuing the Purchase Order /work Order