

Through GeM Procurement

संख्या/No.:/\_\_\_\_\_/FY: 2024-25



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**[Upto `25,000/-][Under Research and Consultancy Projects]

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	विस्तृत तकनीकी स्पेसफिकेशन एवं विवरण/ Detailed technical specifications and description	माप की ईकाई/ Unit of Measurement	मात्रा/ Quantity	अनुमानित राशि/ 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.

**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:**

**D.) खरीद की विधि का सुझाव/Suggested method of procurement: GeM-Rule149 (i) of GFR-2017: Up to 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/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:**

- (i) Installation required : [YES/NO]  
(ii) Training required : [YES/NO]  
(iii) Qualification criterion for Vendors if any:  
(iv) 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 ✓)		Copy of specifications duly signed by the indenter (Please tick ✓)	
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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: 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.**

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(Dean (R&C))