**For NTIPRIT**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Purchase Requisition for Goods (Non-Stock)** | | | | | | | | | | | |
| No. | |  | | | | | Date | | |  | |
| Name of the Division | | | | |  | | | | | | |
| Goods are required by Date | | | | |  | | | | | | |
|  | | | | | | | | | | | |
| Details of items | | | | | | | | | | | |
| **S.N.** | **Description/**  **Specification/**  **Sample** | | **Unit** | **Available stock (if any)** | | **Total Quantity Required** | | **Estimated/Past Purchase rate** | **Total Estimated Cost** | | **Remarks if (any)** |
| **A** | **B** | | **C** | **D** | | **E** | | **F** | **G** | | **H** |
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| **It is certified that all** | | | | | | | | | | | |
| 1. Description and technical specification and quantity are in conformity with the guidelines in this regard in  the relevant procurement manuals. | | | | | | | | | | | |
| 2. Technical and Financial approval of Head of NTIPRIT has been obtained (copy to be attached) | | | | | | | | | | | |
| 3. Whether the items(S) as mentioned above have been taken into account while submitting BE/RE to DoT HQ. | | | | | | | | | | | |
| 4. The quantity indented does not exceed any sales, consumption or usage limits of requirement, if any laid down by the competent authority. | | | | | | | | | | | |
| 5. If the item to be purchased is proprietary, kindly provide the following certificate: -  (i) The indented goods are manufactured by M/s…………………………  (ii) No other make or model is acceptable for the following reasons…………………………… | | | | | | | | | | | |

Designation Based mail ID

Aadhar Linked Mobile No.

Signature of the indenting officer

Name:

Designation: