

Purchase Requisition for Goods (Non Stock)								
No					Date			
Name of the Division								
Goods are required by Date								
Detail of Items								
S.No	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	

**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 item(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 .....

Signature of the indenting officer
Name:
Designation:

Designation based mail id
Aadhar linked Mobile no.