**For NTIPRIT**

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| **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: