

**NETAJI SUBHAS INSTITUTE OF TECHNOLOGY**  
**AZAD HIND FAUJ MARG, SECTOR – 3, DWARKA, NEW DELHI 78**

NORMAL/URGENT/EMERGENT

**PURCHASE REQUISITION FORM**

NAME OF THE DIVISION/SCHOOL: \_\_\_\_\_

DATED: \_\_\_\_\_

Name of The Lab./Office/Individual

Sub: The requisition for Consumable/Non-Consumable (Strike out which ever not applicable) items.

Ref: :

S. No.	Name of the Goods with complete specification (Attach extra sheet if required)	Unit	Actual Quantity required	Already available Model/ Version in the Lab/ Office	Approx. Cost (Rs.)	Purpose (Tick relevant)	Remarks, if any
						1. Research Work 2. Project Work 3. Practical/Trg. Programme of UG/ PG Students. 4. Replacement of Old/Un-Serviceable obsolete Goods in Lab/Office 5. Office Work	

**Justification for procurement (extra sheet may be used if required):**

Certificates:

1. The specifications in terms of quality, type etc. and also quantity of goods to be procured has been specified as per basic needs of the procuring department without including superfluous and non-essential features to avoid unwarranted expenditure.
2. The specifications are broad-based to the extent feasible. Efforts are made to use standard specifications, which are widely known to the industry.
3. All the accessories/add-on equipment/power supply/software etc. required for installation/ ope-rationalization of requisitioned main equipment, have already been included or are already available in the Lab or may be procured separately. (Strike out whichever is irrelevant)
4. Requisitioned Goods belong to Proprietary nature or Otherwise.
5. In case it is non-proprietary nature, a list of known suppliers and required technical documents to verify/evaluate Technical Bids have been indicated.

HEAD OF THE DIVISION/SCHOOL/SECTION

(Sign with Name and Designation of Requisitioning Officer/staff)