

ICAR- National Research Centre for Grapes

P.B.No.3, Solapur Road, Pune - 412307

STORE PURCHASE REQUISITION FORM

1.	Name of the Project/Scheme /Institute budget			
2. *	Name of the item along with full detailed specification	Particulars	Quantity	Estimated cost
		Name of item	required	
3.	Budget/EFC provision			
4. *	Detailed Justification for procurement			
5.	Is it Addition to existing stock/Replacement/New procurement			
6.	Frequency of usage in a month			
7.	Whether the items are proprietary in nature. if yes, please attach relevant certificates			

This is Certified that:

1.	Proper assessment for the quantum of purchase proposed has been carried out. The detailed information is as follows.		
	Sr.No.	Details	Remarks
	i.	Stock available in the inventory	
	ii.	The period for which the present indent has been proposed and is expected to last.	
	iii.	That the requirement has not been split to avoid seeking approval of a higher authority/higher procurement mode.	
2.	a)	The specification in terms of quality, type etc., and also quantity of goods to be procured, has been clearly spelt out as per the requirement.	
	b)	The specification meets the basic needs and doesn't include superfluous and non-essential features.	
3.	The subject matter of procurement is objective, functional, generic and measurable and specify technical qualitative and performance characteristics.		
4.	The requirement is not for a particular trademark, trade name or brand (other than proprietary item)		

Qty. recommended/modified as indicated

Signature of Indenter_____

Name & Designation. _____

Date.

Note:- Separate Indent may be given for each category of items e.g. Glassware, Chemical & Consumables etc.

* Separate sheet should be attached for Indent form Sr.No.2 & 4 if space is not sufficient.