**Annexure ”C”**

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| C:\Users\VCO\Desktop\PC Jha Logo\SYMBOL-PNG.png | गुजरात केन्द्रीय विश्‍वविद्यालय **CENTRAL UNIVERSITY OF GUJARAT** |

**Requisition Form for procurement of scientific equipment/Computer/Furniture/Goods/ Services/etc. (Except Stationery & Printing materials) Non Stock.**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Short Description** | **Contents** |
|  | Ref No: |  | Date:  |  |
|  | Subject : |   |
|  | Name of Indenter / User : |  |
|  | Center/School/ Department/Section |  |
|  | Description of Item/ Equipment/ Services to be procured |  | Qty:- |
|  | Type of Equipment | Indigenous  |
|  | Procurement/Maintenance/AMC/Other | Procurement / Maintenance / AMC / ARC / Other If other please specify \_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Approximate Estimated Cost : (Clearly specify) | Up to 15,000 Amount\_\_\_\_\_\_\_\_\_\_\_\_Rs. 15,000 to 25,000 Amount\_\_\_\_\_\_\_\_\_\_\_\_ Rs. 25,000 to 2.5 Lakh Amount\_\_\_\_\_\_\_\_\_\_\_\_ Above 2.5 Lakh Amount\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Past purchase price and date of purchase (Quantity does not exceed any sales, consumption or usage of requirements) |  |
|  | Whether item is available on GeM | Yes No  |
|  | Purpose and Justification :(Enclosed authority letter if any) |  |
|  | Whether the item indented/required already available in University or fresh require. |  |
|  | Budget Head : | School / Center / CIF Other If other Please Specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Method of Purchase/ Maintenance / AMC as per GFR : | GeM / ARC / LPC / Proprietary / Direct Purchase / Through Tender  |
|  | Documents enclosed : |  |
|  | Proprietary Item : | Yes No N/A (if yes kindly attached Proprietary Certificate as per GFR) |
|  | Remarks : (if any) |  |

Sign of the Indenter/ User:-

Recommendations:-

Chairperson of the Center:-

Dean of the School:-