



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)

CENTRAL UNIVERSITY OF GUJARAT

(Established by an Act of Parliament of India, No 25 of 2009)

F.No.1-61/2014-Admn. /1370

09/02/2021

Circular No. 59/2020-21

Sub: Submission of Requisition form for procurement of Scientific equipment/Computer/ Furniture/Goods/Services etc. (Except Stationery & Printing materials).

Ref.: 1). CUG Circular No. 50/2020-21 dated 17/12/2020.

2). CUG Circular No. 33/2020-21 dated 28/08/2020.

3). CUG Circular No. 57/2019-20 dated 26/02/2020.

The University had issued Circular No.33/2020-21 dated 28/08/2020 and Circular No.50/2020-21 dated 17/12/2020 regarding "submission of Requisition Form for procurement of Scientific equipment/Computer/Furniture/Goods/Services etc. (Except Stationery & Printing materials)" but it has been observed that some of the School/Center/Department/Sections are submitting the requirement in old requisition Form and without mentioning amounts of items. Hence, all teaching and non-teaching staffs are hereby requested to submit Requisition Form as per attached format by mentioning amounts of items.

Also, it is requested that Requisition Form for Proprietary items (Equipment/AMC) are to be supported with Proprietary Certificate duly signed by Deans/Nodal Officers.

Requisition Form for procurement of scientific equipment/Computer/Furniture/Goods/Services etc. (Except Stationery & Printing materials) is also available on the University website.

Alok Gupta
Registrar (Offg.)

Encl: As above

Copy to (By E-mail):

- | | |
|--|--|
| 1. All Deans | 8. Finance & Accounts Department |
| 2. FO (Offg.) | 9. Admission & Evaluation Department |
| 3. All Chairpersons/Coordinators of Centre | 10. HR Cell |
| 4. All Teaching and Non-Teaching Staff | 11. ICT Chairperson – with a request to upload on University Website |
| 5. Nodal Officer | 12. Assistant Librarian |
| 6. Administration & Esta. Department | 13. PA to VC |
| 7. Academic & Authority Section | 14. Circular file |

Hindi version of this Circular will follow.



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CENTRAL UNIVERSITY OF GUJARAT

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

Sr. No.	Short Description	Contents
1.	Ref No: _____	Date: _____
2.	Subject :	
3.	Name of Indenter / User :	
4.	Center/School/ Department/Section	
5.	Name of Item/Equipment/Services to be procured	
6.	Type of Equipment	Indigenous <input type="checkbox"/> / Imported <input type="checkbox"/>
7.	Procurement/Maintenance/AMC/ Other	Procurement <input type="checkbox"/> / Maintenance <input type="checkbox"/> / AMC <input type="checkbox"/> / ARC <input type="checkbox"/> / Other <input type="checkbox"/> If other please specify _____
8.	Approximate Estimated cost :	Up to 15,000 <input type="checkbox"/> Amount _____ Rs. 15,000 to 25,000 <input type="checkbox"/> Amount _____ Rs. 25,000 to 2.5 Lakh <input type="checkbox"/> Amount _____ Above 2.5 Lakh <input type="checkbox"/> Amount _____
9.	Purpose and Justification : (Enclosed authority letter if any)	
10.	Whether the item indented/required already available in University.	
11.	Budget Head :	School <input type="checkbox"/> / Center <input type="checkbox"/> / CIF <input type="checkbox"/> Other <input type="checkbox"/> If other Please Specify _____
12.	Method of Purchase/ Maintenance / AMC as per GFR :	GeM <input type="checkbox"/> / ARC <input type="checkbox"/> / LPC <input type="checkbox"/> / Proprietary <input type="checkbox"/> / Direct Purchase <input type="checkbox"/> / Through Tender <input type="checkbox"/>
13.	Documents enclosed :	
14.	Proprietary Item :	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> (if yes kindly attached Proprietary Certificate as per GFR)
15.	Remarks : (if any)	

Sign of the Indenter/ User:-

Chairperson of the Center:-

Recommendations:-

Dean of the School:-