



NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH

Bhubaneswar - 751 005

PURCHASE REQUISITION

DEPARTMENT: _____

INDENTOR's PF NO.: _____

INDENT NO: _____

INDENTOR's NAME: _____

▪ Nature of Indent: NON-CONSUMABLE CONSUMABLE CHEMICAL GLASSWARE PLASTICWARE LABWARE

▪ For CHEMICALS and CONSUMABLES please mention: PERISHABLE NON-PERISHABLE

Sl. #	Specification / Description of Items with catalogue no. (For Chemicals & Glassware)	Present Stock	Qty. Reqd.	Unit Price (₹)	Estimated Cost (₹)	Warranty reqd. in years (Min 3 yrs)	Install. reqd?	Tech. Trg. reqd?	Civil Work required? (give details overleaf)	If Elect. Work required? (give details overleaf)	Suggested Suppliers(s)
											1) If only one supplier, please fill single source supplier certificate. 2) If proprietary please attached proprietary certificate.

SIGNATURE OF INDENTOR:

For Indent value above Rs.15 Lakhs to One Crore, please decide a Committee (Internal) and give name on the back side.

Source of Fund: NISER R&D

For Indent value Rs.1.00 Crore and more, please decide a Committee with one External member and give name on the back side

Justification of Requirement (Please use overleaf)

Head of the Department:

Budgetary Approval		For R & D	Approved / Not Approved
DCA	FO	Dean, R&D	H.O.D (For Consumables only, up to ₹5 Lakh) DIRECTOR

STORES & PURCHASE USE

Stores Purchase Reqn. No. _____

Date: ___ / ___ / 20___

Mode of procurement: Cash Purchase / Against Proforma Invoice / Telephone Enquiry / Limited tender / Open tender / DGS&D Rate Contract / Rate Contract / Proprietary Item / Repeat Order
(Please tick the appropriate mode)

ENTERED BY: