

UTTAR BANGA KRISHI VISWAVIDYALAYA

Intender's Requisition Slip (See Rule 3 of Purchase Rules)

To

The (Competent Authority as per Purchase Rule)

UBKV

Address:

Name of the Indenter:

Date of Indent:

Designation:

Name of the Establishment/ Dept.:

Name of the items (s) required:

Quantity:

Specification of the item(s):

Purpose of requirement with justification:

Present stock of the item in that establishment:

Signature of the Indenter

Signature of the immediate Controlling Officer

Remarks of the Storekeeper

1. The items(s) indicated above are: Available/not available
2. Recommended to issue/ to initiate purchase proposal

Signature of the Storekeeper

Forwarded to the Indenter

Signature of the Purchase Officer

UTTAR BANGA KRISHI VISWAVIDYALAYA

Purchase Proposal (See Rule 2 of the Purchase Rule)

To

Date of Indent:

The (Competent Authority)

Address:

1. Name of the Indenter:

2. Designation:

3. Name of the Establishment/ Dept.:

4. Name of the items (s) required:

Sl. No.	Item	Specifications With technical details	Asset Verification Report/present Status stock	Purpose with Justification	New Requirement

(Additional sheet may be used in, if required)

5. A) Clearance of Technical Evaluation Committee with document to be attached by the Indenter along with the proposal.

(In case of instrument/equipment/Machine Valued above Rs. 1.00 Lac).

b) Clearance of Technical Officer/Committee with document for other equipment/instrument below Rs. 1.00 Lac each to be attached by the Indenter.

6. a) Approximate cost of the requisitioned item (s):

b) Budget Provision: i) State Grant

ii) ICAR D & S Grant

iii) Externally Funded Project

iv) Any other

7) It is hereby certified that the specifications of the indicated item is wide enough to attract maximum number of bids and is not of any particular make/model, etc.

Or

In case of branded item, proprietary certificate is required.

Signature of the Indenter

Signature of the immediate Controlling Officer

Signature of the Head of the Unit

(Endorsement by the Head of the Establishment Registrar/Dean/Director, as applicable)

P.T.O.

Financial Sanction for the financial year 20..... - 20

8. Budget Provision: a) Fund sanctioned & received:

b) Fund sanctioned but not received:

If not received, please mention the temporary source of fund which needs to be replenished within the relevant financial year.

9. Head of Charges:

10. Financial Concurrence No. & Date:

Signature of the Comptroller's In-Charge

Approval of the Competent Authority

(Registrar/Dean/Director/V.C. as applicable)



Purchase Monitoring and Review Team



Chairman, Central Purchase /Chairman, Departmental Purchase
(as applicable)

UTTAR BANGA KRISHI VISWAVIDYALAYA

Purchase Proposal (See Rule 2 of the Purchase Rule)

To

Date of Indent:

The **(Competent Authority)**

Address:

1. Name of the Indenter:

2. Designation:

3. Name of the Establishment/ Dept.:

4. Name of the items (s) required:

Sl. No.	Item	Specifications With technical details	Asset Verification Report/present Status of stock	Purpose with Justification	New Requirement

(Additional sheet may be used in,if required)

5. a) Clearance of Technical Evaluation Committee with document to be attached by the Indenter along with the proposal.
(In case of instrument/equipment/Machine Valued above Rs. 1.00 Lac).
b) Clearance of Technical Officer/Committee for other equipment/instrument below Rs. 1.00 Lac each to be attached by the Indenter.
6. a) Approximate cost of the requisitioned item (s):
b) Budget Provision: i) State Grant
ii) ICAR D &S Grant
iii) Externally Funded Project
iv) Any other

7) It is hereby certified that the specifications of the indicated item is wide enough to attract maximum number of bids and is not of any particular make/model, etc.

Or

In case of branded item, proprietary certificate is required.

Signature of the Indenter

Signature of the immediate Controlling Officer

Signature of the Head of the Unit

(Endorsement by the Head of the Establishment Registrar/Dean/Director, as applicable)

P.T.O.

Financial Sanction for the financial year 20..... - 20

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Approval of the Competent Authority

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Purchase Monitoring and Review Team



Chairman, Central Purchase /Chairman, Departmental Purchase
(as applicable)

UTTAR BANGA KRISHI VISWAVIDYALAYA

Purchase Proposal (See Rule 2 of the Purchase Rule)

To

Date of Indent:

The (Competent Authority)

Address:

1. Name of the Indenter:
2. Designation:
3. Name of the Establishment/ Dept.:
4. Name of the items (s) for which service is required:
5. Nature of problem observed:
6. Nature of service required:
7. Details of the items to be serviced/repaired:

Sl. No.	Name of the Item	Date of Purchase	Warranty Period	Model No.	Original Purchase Value

8. Whether the items are under AMC or not:
9. Technical report for feasibility of service to be obtained by the Indenter.
10. a) Estimated cost of servicing:
b) Budget Provision: i) State Grant
ii) ICAR D &S Grant
iii) Externally Funded Project
iv) Any other

Signature of the Indenter

Signature of the immediate Controlling Officer

Signature of the Head of the Unit

(Endorsement by the Head of the Establishment Registrar/Dean/Director, as applicable)

P.T.O.

Financial Sanction for the financial year 20..... - 20

7. Budget Provision: a) Fund sanctioned & received:

b) Fund sanctioned but not received:

If not received, please mention the temporary source of fund which needs to be replenished within the relevant financial year.

8. Head of Charges:

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Signature of the Comptroller's In-Charge

Approval of the Competent Authority

(Registrar/Dean/Director/V.C. as applicable)



Purchase Monitoring and Review Team



Chairman, Central Purchase /Chairman, Departmental Purchase
(as applicable)

UTTAR BANGA KRISHI VISWAVIDYALAYA

Purchase Monitoring & Review Team

Guidelines for Processing of Purchase Proposal

- A. Proposal for multi-items in a single proposal shall be avoided.
- B. Category-wise requisition format shall be used by the Indenters for smooth and effective processing of the purchase proposal. Items should be categorized as follows:
- i. Furniture & fixture
 - ii. Data communication system including computer/Laptop etc.
 - iii. High precision equipment/Instrument/Machine Value above Rs. 1.00 lac.
 - iv. Other equipment/Lab Equipment/instrument value below 1.00 lac.
 - v. Utensils and cookeries
 - vi. Chemicals & glass goods
 - vii. Stationery items
 - viii. Farm Machinery and implements
 - ix. Manure/fertilizer etc.
 - x. Seed and Planting materials etc.
 - xi. Sports Goods
 - xii. Medicine
- C. The proposal of computers & Laptops, hardware and software related to data communication system need to be endorsed by the CNMC.
- D. Equipment/Instrument/machine valued above 1.00 lac need to be endorsed by the Technical Evolution Committee.
- E. Other equipment/instrument valued below 1.00 lac need to be endorsed by the Instrumentation Engineer/appropriate technical person.
- F. Activity based time-scheduling should be maintained within the time frame as mentioned by the concerned funding agency.