



INDIAN STATISTICAL INSTITUTE

203 Barrackpore Trunk Road, Kolkata 700108

Requisition Form for Maintenance of Goods

Serial No.
Date: ___/___/___
(To be filled by CPC)

- Name of Unit / Division:
- Details of the Goods to be maintained (*enclose purchase documents*):
 - Name of item: Make:
 - Model: Identification No.:
 - Configuration:
 - Date of Purchase: ___/___/___ Price (excluding tax) : Rs.
 - Name of Supplier: M/s
- Preceding/Existing Maintenance Contact (if any) (*enclose contact documents*):
 - (a) Vendor: M/s (b) Price (excluding tax) : Rs.
 - (c) Duration: months/ year(s) starting from ___/___/___
 - (d) Remarks on the service:
- Date from which the next Maintenance Contact is needed: ___/___/___
- Type of Maintenance Contact: Comprehensive Non-Comprehensive Other (Specify).....
- Name of the preferred service provider (if any) with justification:
- Period of Maintenance needed: One year Two years Three years Other (Mention duration):
- Contact Person (if clarification is required at Central Purchase Committee)
 - (a) Name: (b) Phone No.:
 - (c) e-mail id: (d) Mobile No.:

9. Budget Details

Financial Year:	<input type="text"/>	A/c No:	<input type="text"/>	Capital / Revenue
ISI Plan/ ISI Non-Plan / Externally Funded by				
Amount allocated:	<input type="text"/> Rs.	Amount proposed for Current requisition:	<input type="text"/> Rs.	
Amount spent /committed (Including proposed one):	<input type="text"/> Rs.	Balance:	<input type="text"/> Rs.	

Signature of Head of Unit / Division/ Project Leader:

Date: ___/___/___ (Name: email:)

Recommendation by Head of Division: (if it is to be approved by Director)	Approval of Competent Authority (Director/ Deputy Director/ Head of Division/ Head of Unit/ Project Leader):
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Notes:

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- Quotation enclosed:

Sl. No.	Name of Bidder	Quotation Date	Price (exclusive of tax)	Remarks
1	M/s			

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Recommendation of Central Purchase Committee

M/s..... is recommended for the *Comprehensive/ Uncomprehensive On-site Maintenance Contact* of
(*Make:*.....; *Model:*....., *Id no.:*.....) for the period of
months/ year(s) starting from ____ / ____ / ____ for **Rs.**...../= (Rupees
:..... only) plus admissible taxes for Unit from
A/c No.

Date: ____/____/____

Convener

Chairperson