



# INDIAN STATISTICAL INSTITUTE

203 Barrackpore Trunk Road, Kolkata 700108

## Requisition Form for Procurement of Goods or Service

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

### PART I

#### (Financial Approval)

(Part-II should also be filled in before forwarding to the Competent Authority for approval)

1. Name of Unit/ Division .....

2. Summary of item(s) to be procured. (Tick the appropriate box in each case.)

Serial No.	Item Description with specifications (in brief)	Quantity	Estimated total Cost (inclusive of all taxes and charges applicable)	Objective
1.				<input type="checkbox"/> Fresh purchase <input type="checkbox"/> Upgradation/ Augmentation <input type="checkbox"/> Replacement of equipment <input type="checkbox"/> Purchase under buy-back
2.				<input type="checkbox"/> Fresh purchase <input type="checkbox"/> Upgradation/ Augmentation <input type="checkbox"/> Replacement of equipment <input type="checkbox"/> Purchase under buy-back
:	: : : : : :	: :	: : :	: : :

3. Justification for procurement<sup>1</sup> (**Mandatory**. Attach extra sheets if required.)

Item no. 1	
Item no. 2	
: : :	: : : : : : : : :

4. Mode of Purchase:  Through GeM  Through e-procurement<sup>2</sup>  Through e-publishing

5. 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.	

Date: \_\_\_ / \_\_\_ / .....

Signature of Head of Unit / Project Leader: .....

(Name:.....)

Recommendation by Head of Division/CE(A&F): (if it is to be approved by Director/ Deputy Director)	Approval of Competent Authority: (Director/ Deputy Director/ Head of Division/Unit/CE(A&F))
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<sup>1</sup>In case of replacement/ buy-back, mention details of existing item(s) to-be-exchanged, including date of purchase and accession number.

<sup>2</sup>Make sure goods or service to be procured is or is not available in GeM