



INDIAN STATISTICAL INSTITUTE

203 Barrackpore Trunk Road, KOLKATA 700108

Serial No.

Date: ___/___/___

(To be filled by CPC)

Requisition Form for Procurement of Goods and Services **PART II**

(For Approval of Central Purchase Committee)

(Use separate forms for each item)

6. Name of Unit / Division

7. Detailed Description of Goods or Service (As specified briefly in item 2 of Part I) (Attach separate sheet if necessary.)

8. Declaration in case of Proprietary Item (under Rule 166 of GFR-2017)

This is to certify that

(i) the indented goods are manufactured by M/s.....only and

(ii) no other make or model is acceptable for the following reasons:

Signature of the Head of Intending Unit/Division

Approval of Competent Authority
(Director/Deputy Director/Head of Division/CE(A&F))

9. Contact Person (If clarification is required at Central Purchase Committee)

(a) Name: (b) Phone No.:

(c) e-mail id: (d) Mobile No.:

Signature of Head of Unit / Project Leader

Date: ___/___/___

e-mail:

Notes:

- The procurement is through CPPP / e-publishing in Institute's website.
- Tender No.: dated ____/____/.....
- Tender Value: Rs....../=
- No of Bids submitted: ; No. of Technically Qualified Bids:
-
-
- Price Quotations of Technically Qualified Vendors:

Sl. No.	Name of Bidder	Quotation Date	Price (exclusive of tax)	Remarks

Recommendation of Central Purchase Committee

M/s..... is recommended for the procurement of

(Make:..... ; Model:.....) at Rs....../= (Rupees only) plus admissible taxes for Unit from A/c No.

Date: ____/____/.....

Convener

Chairperson