



INDIAN STATISTICAL INSTITUTE

7 S.J.S SANSANWAL MARG NEW DELHI-110016

Serial No. _____

Date: ___/___/___

(To be filled in by CPC)

Requisition Form for Purchase of Office Equipment/Furniture & Fixtures Items

PART I

(Items 5, 6 and 7 of Part-II should also be filled in before forwarding to the Competent Authority. for approval)

1. Name of the Unit/Division
2. Summary of item(s) to be acquired. (Tick the appropriate box in each case.)

Serial no.	Item Description with specifications (in brief)	Quantity	Estimated total Price (incl. of all taxes and charges as 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 the acquisition¹ (Mandatory. Attach extra sheets if required.)

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

4. Budget Details

Financial Year:	2017-18	A/c No:		Capital / General
ISI Fund / Externally Funded by _____				
Amount allocated:	Rs.	Amount proposed for the current requisition:	Rs.	
Amount spent/committed including the proposed one:	Rs.	Balance:	Rs.	

Signature of the Head of the Unit/Division / Project Leader: _____

Date: ___/___/___

(Name: _____)

Recommendation by Head of the Division: (in case approval is to be given by the Director)	Approval of the Competent Authority: (Director/Head of Division/Head of Unit/Project Leader)
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¹In case of replacement/buy-back, mention the details of existing/ to-be-exchanged capital item(s) including date of purchase, accession number.



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PART II

(Use separate forms for each item)

5. Name of the Unit/Division _____

6. Type of procurement:

Hardware-related

- Fresh procurement
- Augmentation
- Upgradation
- Replacement
- Others (Please specify)

Software-related

- Fresh procurement
- Renewal of license
- Network License fee
- Acquisition on license

7. Full specifications of item to be acquired. (Attach separate sheet if necessary.)

8. Quotations enclosed (The last three columns will be filled in by the CPC. Use extra sheet(s) if required.)

Sl.No.	Name of Bidder	Quotation Date	Unit Price (all-inclusive)	Remarks

Signature of the Head of the Unit/Division / Project Leader: _____ Date: ___/___/___

Recommendation of the Purchase Committee

In its meeting held on ___/___/___, the aforementioned request for the Purchase/Upgradation/Augmentation of _____ from/by _____ through (in case of import) _____ for Rs./USD _____ has been recommended.

Date: ___/___/___

Chairperson

Convener